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*American University Catalog* is published by the Office of the University Registrar
Michael W. Giese, Editor
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American University is accredited by the Middle States Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the US Secretary of Education and the Council for Higher Education Accreditation (CHEA). For more information about American University’s Middle States accreditation, go to: www.msche.org/institutions_view.asp?didinstitution=13.

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- The School of Education, Teaching, and Health at American University is accredited by the National Council for Accreditation of Teacher Education (NCATE), a specialized accrediting agency recognized by the US Department of Education and the Council for Higher Education Accreditation. The School of Education, Teaching and Health, is also accredited by the National Association of State Directors of Teacher Education and Certification (NASDTEC), a specialized accrediting agency recognized by the Council for Higher Education Accreditation (both elementary and secondary).
- The music program of the Department of Performing Arts at American University is an accredited institutional member of the National Association of Schools of Music, a specialized accrediting agency recognized by the US Department of Education and the Council for Higher Education Accreditation.
- The doctoral program in clinical psychology of the Department of Psychology at American University is accredited by the American Psychological Association, a specialized accrediting agency recognized by the US Department of Education and the Council for Higher Education Accreditation.
- The School of Communication at American University is accredited by the Accrediting Council on Education in Journalism and Mass Communication, a specialized accrediting agency recognized by the Council for Higher Education Accreditation.
- The Kogod School of Business at American University is accredited by AACSB International, the Association to Advance Collegiate Schools of Business, a specialized accrediting agency recognized by the Council for Higher Education Accreditation.
- The School of International Service at American University is a member of the Association of Professional Schools of International Affairs.
- The School of Public Affairs Department of Public Administration and Policy at American University is accredited by the Commission on Peer Review and Accreditation of the National Association of Schools of Public Affairs and Administration (NASPAA), a specialized accrediting agency recognized by the Council for Higher Education Accreditation, and authorized to accredit master/masters degrees in public affairs and administration. American University’s School of Public Affairs is a member of the Association for Public Policy Analysis and Management (APPM) and the Academy of Criminal Justice Sciences.
- The Washington College of Law at American University is approved by the American Bar Association (ABA) through ABA’s Section of Legal Education and Admissions to the Bar, a specialized accrediting agency recognized by the US Department of Education. American University’s Washington College of Law is a member of the Association of American Law Schools. The law school also meets the requirements for preparation for the bar in all states and carries the certification for the United States District Court for the District of Columbia and the New York State Department of Education.
- American University is licensed by the State Council of Higher Education for Virginia, 101 N 14th Street, 9th floor, James Monroe Building, Richmond, VA 23219, Tel: 804-371-2285, Fax: 804-225-2604, Website: http://schev.edu.
- For American University’s conditional exemption from licensing in the District of Columbia, go to: http://osse.dc.gov/service/list-institutions-overseen-elc.

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As of the publication date of this catalog, the online programs of American University are currently authorized to operate, exempt or not subject to approval in: Alaska, Arizona, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, and Wyoming. The University will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will obtain such additional approvals.

American University is certified to offer the degree of Master of Science in Finance in Virginia.

At this time, the online programs offered by American University are not accepting applications from potential students who are resident in the state of Alabama.

For the most current information about American University state authorizations, go to: www.american.edu/academics/state-auth.cfm.
Academic Calendar 2013–2014

The Academic Calendar is divided into fall and spring semesters of approximately 15 weeks each and summer sessions of varying length. The last week of the fall and spring semesters is set aside for final examinations. The academic calendar for the Washington College of Law (WCL) of American University varies from this general schedule. For the full WCL academic calendar, please go to: www.wcl.american.edu/registrar/.

The holidays and vacations observed by the university are noted below. Spring break is the week following the spring semester midterm. Classes continue until 10:40 pm the evening before a holiday or vacation period.

Note: The refund/withdrawal schedule applies to all courses with a standard schedule during a regular semester (fall/spring). Refunds/withdrawals for courses on nonstandard schedules (including MBA modules), as well as all summer session courses, are calculated proportionately, based on the percentage of the course completed. For more information, please go to: www.american.edu/finance/studentaccounts/Refunds-for-Course-Drops-and-Withdrawals.cfm.

Note: For the complete Academic Calendar, including updates made after this catalog went to press, go to: www.american.edu/provost/registrar/schedule/academic-calendar.cfm.

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<th>Event</th>
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<td>Th Payment due for fall 2013</td>
</tr>
<tr>
<td>August 17-25</td>
<td>S-Su Welcome Week</td>
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<tr>
<td>August 23</td>
<td>F Last day to register for fall without a late fee</td>
</tr>
<tr>
<td>August 26</td>
<td>M Fall classes begin</td>
</tr>
<tr>
<td>August 30</td>
<td>F Late registration (with $100 fee) begins</td>
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<tr>
<td>September 1</td>
<td>F Late registration for fall ends</td>
</tr>
<tr>
<td>September 2</td>
<td>M Last day to add a fall course, internship, independent reading or research project, or community service-learning project</td>
</tr>
<tr>
<td>September 16</td>
<td>M Last day to drop a fall course for a 100% refund and without a &quot;W&quot; recorded</td>
</tr>
<tr>
<td>September 23</td>
<td>M Last day to drop a fall course for a 25% refund (no refunds after this date)</td>
</tr>
<tr>
<td>September 30</td>
<td>M Early warning notices due in Registrar's Office</td>
</tr>
<tr>
<td>October 1</td>
<td>T Freshman spring 2014 semester admission application deadline</td>
</tr>
<tr>
<td>October 11</td>
<td>F Fall Break; no classes, university offices open</td>
</tr>
<tr>
<td>October 18</td>
<td>F Last day to drop a fall course or change a grade option (mid-term)</td>
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<tr>
<td>October 18-20</td>
<td>F-Su All-American Weekend</td>
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<td>October 25</td>
<td>F Spring 2014 priority registration for graduate students begins</td>
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<td>October 26</td>
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<td>October 28</td>
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<td>November 1</td>
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<td>F Early Decision freshman fall 2014 semester admission/financial aid application deadline</td>
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<td>November 26</td>
<td>T Tuesday classes cancelled; Friday classes meet.</td>
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<td>Nov. 27-Dec. 1</td>
<td>W-Su Thanksgiving holiday; no classes; university offices closed Thursday and Friday</td>
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<td>Fall study day; no classes</td>
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<td>December 12-14</td>
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<td>Fall final examinations</td>
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<td>December 16</td>
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<td>December 12-19</td>
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<td>Fall final grades due</td>
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<td>December 18</td>
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<td>Payment due for spring 2014 priority registration</td>
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<td>December 19</td>
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<td>Official Degree Award Date (date that appears on December 2013 diplomas; no event associated with this date)</td>
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<td>December 24-January 1</td>
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<td>Winter break; university offices closed</td>
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<td>Th-Su</td>
<td>Winter Welcome</td>
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<td>January 10</td>
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<td>January 13</td>
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<td>Students begin submitting applications for spring graduation</td>
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<td>January 15</td>
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<td>Regular Decision freshman fall 2014 semester admission application deadline</td>
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<td></td>
<td>Early Decision II freshman fall 2014 semester admission and financial aid application deadline</td>
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<td>January 17</td>
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<td>January 20</td>
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<td>Martin Luther King, Jr. Day; no classes, university offices closed</td>
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<td>February 15</td>
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<td>Freshman fall 2014 semester financial aid application deadline</td>
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<td>Early Decision II candidate reply date</td>
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<td>Su-Su</td>
<td>Spring break; no classes, university offices open Monday through Friday</td>
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<td>March 21</td>
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<td>Fall 2014 priority registration for graduate students begins (payment due August 1, 2014)</td>
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<td>March 22</td>
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<td>Writing Proficiency Examination</td>
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<td>March 24</td>
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<td>Spring study day; no classes</td>
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<tr>
<td>April 30</td>
<td>W</td>
<td>Spring final examinations</td>
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<td>April 30-M</td>
<td>T-W</td>
<td>Payment due for summer sessions 2014</td>
</tr>
<tr>
<td>May 1</td>
<td>Th</td>
<td>Financial aid application deadline for fall 2014 continuing undergraduate students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergraduate transfer fall 2014 semester admission application deadline for students living outside the United States</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Candidates' reply date for Regular Decision freshmen</td>
</tr>
<tr>
<td>May 3-9</td>
<td>S-F</td>
<td>Spring final grades due</td>
</tr>
<tr>
<td>May 9</td>
<td>F</td>
<td>Commencement Weekend Activities</td>
</tr>
<tr>
<td>May 10</td>
<td>S</td>
<td>Commencement Ceremonies:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School of Communication (9:00 am)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kogod School of Business (1:00 pm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School of International Service (4:30 pm)</td>
</tr>
<tr>
<td>May 11</td>
<td>Su</td>
<td>Commencement Ceremonies: School of Public Affairs (9:00 am)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College of Arts and Sciences (1:00 pm)</td>
</tr>
<tr>
<td>May 11</td>
<td>Su</td>
<td>Official Degree Award Date</td>
</tr>
</tbody>
</table>

### Summer Sessions 2014

For summer 2014 add/drop, withdrawal, and refund dates, see [www.american.edu/summer/index.cfm](http://www.american.edu/summer/index.cfm)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>M</td>
<td>7-week (A) and Online Learning I (E) sessions begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students begin submitting applications for summer graduation</td>
</tr>
<tr>
<td>May 19</td>
<td>M</td>
<td>First 6-week (B) and 3-week (C) sessions begin</td>
</tr>
<tr>
<td>May 23</td>
<td>F</td>
<td>Last day to add a summer internship, independent reading or research project, or community-service-learning project</td>
</tr>
<tr>
<td>May 26</td>
<td>M</td>
<td>Memorial Day; no classes, university offices closed</td>
</tr>
<tr>
<td>May 31</td>
<td>S</td>
<td>Writing Proficiency Examination</td>
</tr>
<tr>
<td>June 5</td>
<td>Th</td>
<td>3-week (C) session ends</td>
</tr>
<tr>
<td>June 26</td>
<td>Th</td>
<td>7-week (A), first 6-week (B), and Online Learning I (E) sessions end</td>
</tr>
<tr>
<td>June 30</td>
<td>M</td>
<td>Second 6-week (D) and Online Learning II (F) sessions begin</td>
</tr>
<tr>
<td>July 1</td>
<td>T</td>
<td>Undergraduate transfer fall 2014 semester admission application deadline for students living in the United States</td>
</tr>
<tr>
<td>July 3</td>
<td>Th</td>
<td>Fall 2014 priority registration ends (payment due August 1, 2014)</td>
</tr>
<tr>
<td>July 4</td>
<td>F</td>
<td>Independence Day; no classes, university offices closed</td>
</tr>
<tr>
<td>July 18</td>
<td>F</td>
<td>Theses and dissertations due in deans' offices for summer degree candidates</td>
</tr>
<tr>
<td>August 1</td>
<td>F</td>
<td>Payment due for fall 2014 priority registration</td>
</tr>
<tr>
<td>August 7</td>
<td>Th</td>
<td>Second 6-week (D) session ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Theses and dissertations due in Registrar's Office for summer degree candidates</td>
</tr>
<tr>
<td>August 14</td>
<td>Th</td>
<td>Online Learning II (F) session ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Official Degree Award Date (date that appears on August 2014 diplomas; no event associated with this date)</td>
</tr>
</tbody>
</table>
Academic Programs

Undergraduate Majors

Accounting (BS)
American Studies (BA)
Anthropology (BA)
Arab World Studies (BA)
Arabic Studies (BA)
Art History (BA)
Asian Studies (BA)
Audio Production (BA)
Audio Technology (BS)
Biochemistry (BS)
Biology (BS)
Business Administration (BSBA)
Business and Entertainment (BS)
Business, Language & Culture Studies (BS)
Chemistry (BS)
Communication: Communication Studies (BA)
Communication: Film and Media Arts (BA)
Communication: Journalism (BA)
Communication: Public Communication (BA)
Computational Science (BS)
Computer Science (BS)
Economics (BA, BS)
Elementary Education (BA)
Environmental Science (BS)
Environmental Studies (BA)
Finance (BS)
Fine Arts (BFA)
Foreign Language and Communication Media (BA)
French Studies (BA)
German Studies (BA)
Graphic Design (BA)
Health Promotion (BS)
History (BA)
Interdisciplinary Studies (BA, BS)
Interdisciplinary Studies: Communication, Legal Institutions, Economics, and Government (BA)
International Studies (BA)
Jewish Studies (BA)
Justice and Law (BA)
Language and Area Studies: French/Europe (BA)
Language and Area Studies: German/Europe (BA)
Language and Area Studies: Russian/Area Studies (BA)
Language and Area Studies: Spanish/Latin America (BA)
Law and Society (BA)
Liberal Studies (BA)
Literature (BA)
Mathematics (BS)
Mathematics, Applied (BS)
Mathematics and Economics (BS)
Music (BA)
Performing Arts: Musical Theatre (BA)
Performing Arts: Theatre (BA)
Philosophy (BA)
Physics (BA, BS)
Political Science (BA)
Psychology (BA)
Public Health (BA, BS)
Religious Studies (BA)
Russian Studies (BA)
Secondary Education (second major only)
Sociology (BA)
Spanish Studies (BA)
Statistics (BS)
Studio Art (BA)
Women’s, Gender, and Sexuality Studies (BA)
Undergraduate Minors

Accounting
African American and African Diaspora Studies
American Studies
Anthropology
Arab Studies
Arabic Language
Art History
Audio Technology
Biochemistry
Biology
Business Administration
Chemistry
Chinese Language
Communication
Computational Mathematics
Computer Science
Creative Writing
Dance
Economics
Education Studies
Environmental Science
Finance
French Language
German Language
Graphic Design
Health Promotion
History
Information Systems and Technology
Interdisciplinary Studies
International Business
International Studies
Israel Studies
Japanese Language
Jewish Studies
Justice

Language and Area Studies: French/Europe
Language and Area Studies: German/Europe
Language and Area Studies: Italian/Europe
Language and Area Studies: Japanese/Asia
Language and Area Studies: Russian/Area Studies
Language and Area Studies: Spanish/Latin America
Law and Society
Leadership and Management
Literature
Literature: Cinema Studies
Marketing
Mathematics
Multi-Ethnic Studies
Music
North American Studies
Philosophy
Physics
Physics, Applied
Political Science
Psychology
Public Administration and Policy
Public Anthropology
Public Health
Quantitative Methods
Religion
Russian Language
Russian Studies
Sexuality and Queer Studies
Sociology
Spanish Language
Special Education
Statistics
Studio Art
Theatre
Women’s and Gender Studies

Undergraduate Certificates

Advanced Leadership Studies (SPA students)
Applied Ethics and Professional Responsibility
Applied Physics
Arab Studies
Asian Studies
European Studies
International Studies
Multi-Ethnic Studies

Public Anthropology
Statistics, Applied
Teaching English to Speakers of Other Languages (TESOL)
Translation: French
Translation: German
Translation: Russian
Translation: Spanish
Women, Policy, and Political Leadership
Doctoral Programs

Anthropology (PhD)
Behavior, Cognition, and Neuroscience (PhD)
Clinical Psychology (PhD)
Communication (PhD)
Economics (PhD)
History (PhD)

International Relations (PhD)
Juridical Science (SJD)
Justice, Law and Society (PhD)
Political Science (PhD)
Public Administration (PhD)

Master’s Programs

Accounting (MS)
Advocacy (LLM)
Art History (MA)
Arts Management (MA)
Audio Technology (MA)
Bilingual Education (MA)
Biology (MA, MS)
Business Administration (MBA)
Chemistry (MS)
Communication: Journalism and Public Affairs (MA)
Communication: Producing for Film and Video (MA)
Computer Science (MS)
Creative Writing (MFA)
Curriculum and Instruction (MEd)
Development Management (MS)
Economics (MA) ONLINE option
Environmental Science (MS)
Ethics, Peace, and Global Affairs (MA)
Film and Electronic Media (MFA)
Film and Video (MA)
Finance (MS)
Global Environmental Policy (MA)
Health Promotion Management (MS)
History (MA)
Interactive Journalism (MA)
International Affairs (MA)

Tracks:

 Comparative and International Disability Policy
 Comparative and Regional Studies
 Global Governance, Politics, and Security
 International Economic Relations
 Natural Resources and Sustainable Development
 United States Foreign Policy and National Security

International Communication (MA)
International Development (MA)
International Economics (MA)
International Legal Studies (LLM)
International Media (MA)
International Peace and Conflict Resolution (MA)
International Relations (MA) ONLINE
International Service (MIS)

International Training and Education (MA)
Justice, Law and Society (MS)
Law (JD)
Law and Government (LLM)
Literature (MA)
Management (MS)
Marketing (MS)
Mathematics (MA)
Media Entrepreneurship (MS)
Nutrition Education (MS) ONLINE
Organization Development (MSOD)
Philosophy (MA)
Political Communication (MA)
Political Science (MA)
Professional Science: Biotechnology (MS)
Professional Science: Environmental Assessment (MS)
Professional Science: Quantitative Analysis (MS)
Psychology (MA)
Public Administration (MBA)
Public Administration: Key Executive Leadership (MPA)
Public Anthropology (MA)
Public Policy (MPP)
Real Estate (MS)
Social Enterprise (MA)
Sociology (MA)
Spanish: Latin American Studies (MA)
Special Education: Learning Disabilities (MA)
Statistics (MS)
Strategic Communication (MA)
Studio Art (MFA)
Sustainability Management (MS)
Taxation (MS)
Teaching (MAT)

Tracks:

 Bilingual Education
 Early Childhood Education
 Elementary Education
 Secondary Education
 English for Speakers of Other Languages

Teaching English as a Foreign Language (MA) ONLINE
Teaching English to Speakers of Other Languages (MA)
Graduate Certificates

Addiction and Addictive Behavior
Arts Management
Asian Studies
Audio Production
Bilingual Education
Business Fundamentals
Computer Science
Cross-Cultural Communication
Curriculum and Instruction
Development Management
Digital Media
Entrepreneurship
Environmental Assessment
European Studies
Forensic Accounting
Gender Analysis in Economics
Global Information Technology
International Arts Management
International Economic Relations
Leadership for Organizational Change
Microeconomics, Applied
Nonprofit Management
North American Studies
Nutrition Education
Peacebuilding
Postbaccalaureate Premedical

Professional Development:
Comparative and Regional Studies
Global Environmental Policy
International Communication
International Development
International Economic Policy
International Peace and Conflict Resolution
International Politics
United States Foreign Policy
Psychobiology of Healing
Public Anthropology
Public Financial Management
Public Management
Public Policy Analysis
Public Sociology
Real Estate
Social Research
Statistics, Applied
Tax
Teaching: Early Childhood Education
Teaching: Elementary
Teaching: English for Speakers of Other Languages
Teaching: Secondary
Teaching English to Speakers of Other Languages (TESOL)
Technology in Arts Management
The Americas
Translation: French
Translation: Russian
Translation: Spanish
Women, Policy, and Political Leadership
Women’s, Gender, and Sexuality Studies
American University General Information

University Profile

American University was incorporated by the government of the District of Columbia in 1891, chartered by an Act of Congress in 1893, and founded under the auspices of the United Methodist Church. The university’s first building was completed in 1898; its first class graduated in 1916.

American University is an independent coeducational university with more than 13,000 students enrolled in undergraduate, master’s, doctoral, and professional degree programs. Located on an 84-acre residential campus in upper northwest Washington, DC, the university attracts a diverse student body from all 50 states, the District of Columbia, Puerto Rico and the territories, and more than 140 foreign countries.

A short distance from Washington’s centers of government, business, research, commerce, and art, the American University buildings include the university library, administrative and academic buildings, ten residence halls, an interdenominational religious center, and a sports center. Facilities include 24-hour computer laboratories, radio and TV studios, science laboratories, art studios, recital halls, and a theatre. The Washington College of Law is located a half mile from the campus on Massachusetts Avenue.

American University has a student to faculty ratio of 12:1. The distinguished faculty includes renowned experts and scholars of national and international reputation in public affairs, law, history, economics, business, international relations, education, science, communication, and the arts. In addition to the nearly eight hundred members of its full-time faculty, adjunct faculty are drawn from the Washington, DC professional community, including policy makers, diplomats, journalists, artists, writers, scientists, and business leaders.

Washington, DC is a city of learning resources in every discipline, from the arts and humanities to the sciences to public affairs. The Smithsonian Institution, John F. Kennedy Center for the Performing Arts, National Gallery of Art, National Institutes of Health, National Library of Medicine, Library of Congress, National Archives, World Bank, Brookings Institution, more than 170 embassies and chanceries, and the headquarters of many associations and international organizations are located in the Washington, DC area. The libraries, museums, and art galleries of Washington contain unsurpassed collections. These resources are sites for research, field trips, internships, and employment. Because of these resources, American University students can put their education to work in Washington as they could nowhere else in the country.

Academic Programs

American University offers a wide range of undergraduate and graduate programs through its seven major divisions: College of Arts and Sciences; Kogod School of Business; School of Communication; School of International Service; School of Professional and Extended Studies; School of Public Affairs; and Washington College of Law. There are 67 bachelor's programs, 70 master's programs, and 11 doctoral programs, inclusive of the Washington College of Law’s JD, LLM, and SJD programs. Additionally, students have the opportunity to create individualized, interdisciplinary programs at the bachelor's level. Organized by major division, this catalog provides further information on these academic programs, certificate programs at the undergraduate and graduate levels, as well as the Washington Semester, Gateway, Internship, and other innovative programs of the School of Professional and Extended Studies.

The following academic opportunities, some of which are detailed elsewhere in the catalog, are also available.

AU Abroad and Abroad at AU

AU Abroad offers the opportunity for undergraduate students to study abroad and gain full American University course credit. Students may spend a summer, a semester or a year on over 140 programs in over 40 countries, spanning six continents.

American University’s Abroad at AU program welcomes students from around the world to study for a year or a semester in the capital of the United States.

University Honors Program

A comprehensive program of honors options drawn from the General Education curriculum, departmental course offerings, and honors colloquia for qualified undergraduate students. The program is characterized by small seminars, individualized attention from faculty, unique access to the resources of Washington, DC and the special atmosphere of an honors community of committed faculty and students. For more information, see Undergraduate Rules and Regulations, Undergraduate Academic Honors.

Honorary Societies

Undergraduate students have the opportunity to be elected to the AU Zeta Chapter of Phi Beta Kappa, the nation’s oldest honorary scholastic society for exceptional academic achievement in the liberal arts. Election to the American University chapter of Golden Key International Honour Society (recognizing outstanding scholarship, service, and leadership for students in all
academic fields) is also available for qualified students, as well as the National Society of Collegiate Scholars (honoring students for outstanding scholarship and community service).

Many academic disciplines have chapters of national honor societies as well. For more information, consult the appropriate department or academic unit.

**Consortium of Universities of the Washington Metropolitan Area**

American University is a member of the Consortium of Universities of the Washington Metropolitan Area, a program through which students may take selected courses not offered by their home institutions at any of the other consortium member schools.

**University Community**

**University Library**

The Jack I. and Dorothy G. Bender Library and Learning Resources Center is the gateway to a wide array of print resources and electronic information. It also offers many services to support student and faculty research. The AU library collections contain more than one million volumes, including over 700,000 print volumes, more than 300,000 e-books, access to over 120,000 online periodicals, approximately 52,000 media and sound recordings, and 14,000 musical scores. The librarians are available to assist with research strategies and locating appropriate materials. During much of each semester, the library is open 24/7 Monday–Thursday.

Primary access to the collections is through ALADIN, the online catalog for the Washington Research Library Consortium (WRLC). The consortium is made up of all the universities in the District of Columbia and Marymount University and George Mason University in Virginia. American University students and faculty may borrow materials from all members of WRLC. Additional library resources may be accessed via the University Library website: www.american.edu/library.

The library makes available 180 AU workstation computers, 50 circulating laptops, and offers building-wide wireless connectivity, with charging stations for those who bring their own laptops, tablets, and phones. The library's circulating laptops may be borrowed from the Technology Services desk for use in the building or for overnight check-out. The New Media Center is available for all media content creation. The university's walk-in Technology Support Desk is located on the first floor of the library for in-person technology assistance of all types.

The library houses rare materials, such as books, manuscripts, and personal papers, in its Special Collections. Among the more important holdings are the Artemas Martin collection of mathematical texts, the Charles Nelson Spinks collection of artistic and historical works of Japan, the Irwin M. Heine collection of literary works, and Christopher Johnson collection of William Faulkner books. Playbills constitute a significant segment of the collection, with the James Carroll and Iris Lipkowitz collections most notable among them. Other significant collections include the John R. Hickman collection, the records of the National Peace Corps Association, the Friends of Colombia Archives, and in 2013 the Library announced its intention to develop a full archive of the records and memorabilia of returned Peace Corps Volunteers. The library also has the records of the National Commission on the Public Service and the records of Women Strike for Peace. The University Archives reside in the library.

**Harold and Sylvia Greenberg Theatre**

The Harold and Sylvia Greenberg Theatre is a showcase to the university’s commitment to the performing arts. It is a state-of-the-art 300-seat theatre allowing students the opportunity to perform in a top-quality setting, thereby enriching the program, the university, and the Washington, DC community.

**Katzen Arts Center**

American University’s Katzen Arts Center, named for Washington area benefactors Dr. and Mrs. Cyrus Katzen, brings all the visual and performing arts programs at AU into one 130,000-square-foot space. Designed to foster interdisciplinary collaboration in the arts, the Katzen includes the three-story American University Museum, the Abramson Family Recital Hall, the Studio Theatre and Dance Studio, art and graphic design studios, an electronics studio, practice rooms, rehearsal space, and classrooms.

**WAMU 88.5**

WAMU 88.5 is the leading public radio station for NPR news and information in the greater Washington, DC area, with more than 776,500 listeners on air and online. It is member supported, professionally staffed, and licensed to American University. Home to a team of award-winning local reporters and acclaimed talk radio hosts, WAMU 88.5 offers comprehensive coverage of local, national, and international events. WAMU also broadcasts from 88.3 FM Ocean City on the Delmarva Peninsula; and WAMU’s Bluegrass Country, a bluegrass and American roots station, can be heard at 105.5 FM in Bethesda, Maryland; 93.5 FM in Frederick and Hagerstown, Maryland; and 88.5-2 in HD radio in Washington, DC. WAMU also broadcasts in Washington on two additional HD channels—the flagship frequency at 88.5-1 and Intersection at 88.5-3, a news and information station broadcasting international coverage from the BBC and offering public radio programs unavailable elsewhere in the Washington area.

**Technology and Computing Resources**

All students receive a user name with access to the campus network, myau.american.edu web portal, an AU-sponsored Gmail account, Blackboard, and a personal web page, if desired. Computing resources are delivered via a fiber optic network providing over 8,000 connection points, including all residence hall rooms. Wireless network access is also available throughout the entire campus. High-capacity dedicated Internet service is available to everyone. Modest data storage for academic assignments is provided on state-of-the-art servers, available 24 hours a day throughout the year, except for occasional maintenance periods.
Over 20 computer laboratories on campus offer a variety of personal computer and Mac systems, as well as fee-based high-speed laser printing. There are general-purpose facilities available to all students, some open 24 hours a day during most of the academic year. There are also many specialized labs supporting specific academic disciplines. Use of these labs may be restricted to students taking relevant courses or enrolled in specific degree programs. A virtual computing lab is available to AU students, which provides remote access to specialized lab software from anywhere on the Internet.

The AU network provides students with access to site-licensed software and the resources of ALADIN, the university’s online library catalog. Online academic collaboration is provided to the campus using software tools such as Blackboard and other electronic resources.

Nonresident students are encouraged to arrange for Internet service through a private Internet service provider. Laptop computers and other devices equipped for wireless communication can be used anywhere on campus, once they have been configured to access eaglesecure. The system guides students through the configuration process, after connecting to WirelessSetupAU.

The Office of Information Technology’s Help Desk answers software questions and provides general computer trouble-shooting assistance around the clock via telephone (202-885-2550) and e-mail (helpdesk@american.edu). The Help Desk also provides assistance via online chat during reduced hours on weekdays (www.american.edu/oit/HelpDesk-Chat.cfm). Throughout the year, a variety of training classes are offered to help members of the academic community use computing resources. For more information, go to www.american.edu/oit/.

All students must agree to the terms of the university’s Computer Use and Copyright Policy, which is in the University Codes, Policies, and Guidelines section of the Student Handbook.

Athletics and Recreation

American University Athletics

American University’s Sports Center houses Bender Arena, Reeves Aquatic Center, the William J. Jacobs Fitness Center, and Athletics and Recreation Department offices. The center includes four full-size basketball/volleyball courts, a 25-yard swimming pool, and a warm-up pool. Outdoor facilities include the Reeves soccer/lacrosse field, Greenberg running track, Reeves tennis courts, Jacobs Field, and two basketball courts behind the Sports Center. The William J. Jacobs recreational complex, which opened in Fall 2005, includes an astroturf field hockey surface, a softball field, state-of-the-art scoreboard, and two outdoor sand volleyball courts. New to the Athletic and Recreation facilities is the Cassell Fitness Center, conveniently located on the first floor of Cassell Hall, the newest residence hall on the northwest corner of American University’s main campus.

Recreational Sports and Fitness

The Jacobs Fitness Center is located off the lobby of the Sports Center and offers a variety of cardio machines, strength equipment and free weights, in addition to a group exercise studio, wrestling room, and team training room. Recreational Sports and Fitness members also have access to the Reeves Aquatic Center and Bender Arena during recreational swim and open court hours.

The Cassell Fitness Center, located on the first floor of Cassell Residence Hall, is an 8,000 sq. ft. fitness facility with a state-of-the-art fitness area with a wide range of cardio equipment, strength machines, and weights. This fitness center is also home to two group exercise studios which allow Recreational Sports and Fitness to host a variety of special events and larger group exercise classes.

Recreational Sports and Fitness also provides a variety of services for additional fees including group exercise classes, yoga, personal training, fitness assessments, and locker rentals. The centers are staffed with health and fitness professionals who are dedicated to health and wellness, trained in the use of the equipment, and ready to assist with an exercise program to achieve personal health goals.

Students with a valid AU ID who are currently registered for classes are eligible to use the Fitness Centers. Recreational Sports and Fitness memberships are also available at discounted fees for faculty, staff, and alumni. Hours of operation vary according to the academic calendar and scheduled university events. Specific information on the hours of operation is available on the web at www.american.edu/recfit/ or by calling the Info Line at 202-885-6267.
Intramural and Club Sports

The Intramural Sports Program is an exciting and fun complement to a student's academic, cultural, and social education. The program offers a wide range of sports including basketball, flag football, indoor and outdoor soccer, softball, table tennis, tennis, and volleyball. Different leagues are conducted in these sports for men, women, co-recreational groups, and varying skill levels. Involvement in intramurals is a wonderful opportunity for students to make new acquaintances, develop friendships and enjoy the benefits of exercise and physical activity. Please visit the Recreational Sports and Fitness web page for more information regarding the intramural sports program or stop by the intramural office in the Sports Center lower level, Room G-3 or call at 202-885-3050.

Club Sports are student run and organized teams. They compete against colleges and universities around the country in the following areas: baseball, basketball, crew, cricket, cycling, equestrian, field hockey, golf, gymnastics, men's and women's ice hockey, men's and women's lacrosse, men's and women's rugby, sailing, men's and women's soccer, women's softball, taekwondo, tennis, men's and women's ultimate frisbee, men's and women's volleyball, and water polo. Club Sports is supervised by the Assistant Director of Recreational Sports and Fitness. The office is located in the Sports Center lower level, Room G-3.

Dining Services and Stores

The Terrace Dining Room (TDR) is on the lower level of the Mary Graydon Center. Retail food venues, including Einstein Bros Bagels, are on the first floor. The first floor retail venues are undergoing renovations in the summer of 2013 with new brands to be introduced at the beginning of fall semester. The convenience store, located in the Butler Pavilion shops, includes Red Mango and Subway. Other stores and services in the Butler Pavilion include a bank, mailbox service/copy center, hair salon, café, and Asian fast-food restaurant.

The campus store, located on the second and third floors of the Butler Pavilion, carries all required textbooks, a large selection of other books, all necessary supplies, stationery, American University sportswear, and other items.

Child Development Center

American University’s Child Development Center, located on campus, is a licensed preschool for children 2½ to 6 years old. Highly-qualified teachers, supported by trained student interns, provide a developmentally appropriate program of active learning in the areas of physical, social, emotional, and intellectual development. Children of students, faculty, and staff may be enrolled in this stimulating and nurturing full-day program. In addition, the center offers students from many disciplines a place to intern and observe, create, and test theories involving children. For more information on the Child Development Center, call 202-885-3330 or go to: www.american.edu/hr/CDC.cfm.

Parking and Traffic

Parking at American University is by permit or Pay-As-You-Go machines only, Monday through Friday, 8:00 AM to 5:00 PM. Designated restricted lots are enforced 24 hours a day, seven days a week. Visitors may purchase hourly or daily parking permits from the Pay-As-You-Go machines at the Nebraska Parking Lot, School of International Service Parking Garage, or Katzen Arts Center Parking Garage.

All faculty, staff, and students must register their vehicles with Parking and Traffic Services by the end of the first day of classes of each semester. Vehicles brought to the university during the semester must be registered immediately. Students may not receive a parking permit for a vehicle that is not registered in their family name. Freshmen and Washington Semester students are not permitted to have vehicles on campus or to park in Advisory Neighborhood Commissions 3D and 3E. Further, parking along the neighborhood streets and walking to campus is strictly prohibited.

Special access parking spaces are available throughout campus. Vehicles parked in these spaces must display valid handicap or disability license plates or permits. Temporary AU disability permits may be obtained from the Parking and Traffic Services office. For an American University handicap permit longer than 3 days, students must consult the Academic Support and Access Center and have medical documentation.

For more information, call 202-885-3111 or go to: www.american.edu/parking/.

Shuttle Services

American University encourages the use of the Washington, DC transit system (Metrorail, Metrobus). A free AU shuttle service for students, faculty, staff, and visitors is available to and from the Tenleytown/AU Metrorail station, Tenley Campus, and the Washington College of Law. Access for persons with disabilities is available. A valid AU ID card or Shuttle Guest Pass is required for all riders. Hours of operation are Monday through Thursday, 7:00 am to 12:30 am; Friday, 7:00 am to 3:30 am; Saturday, 8:00 am to 3:30 am; and Sunday, 8:00 am to 1:00 am.

For a shuttle schedule or more information, call 202-885-3311, e-mail Shuttle@american.edu or visit www.american.edu/finance/facilities/shuttle.cfm.
AU Abroad/ Abroad at AU

AU Abroad

AU Abroad offers the opportunity for undergraduate students to study abroad and gain full American University course credit. Students may spend a summer, a semester or a year on over 140 programs in over 40 countries, spanning six continents. Students have the option of directly enrolling in prestigious universities abroad, participating in unique programs created specifically for American University students, or experiencing hybrid programs with the opportunity to take courses at a university abroad as well as specifically designed courses. On many of these programs, students also have the opportunity to participate in credit bearing internships. For more information and a full listing of AU Abroad programs, call 202-885-1320 or 866-313-0757; e-mail auabroad@american.edu; or go to: www.auabroad.american.edu/.

Abroad at AU

American University’s Abroad at AU program welcomes students from around the world to study for a year or a semester in the capital of the United States. Participants in Abroad at AU are required to take a minimum of 12 credit hours per semester to qualify as a full-time student. In addition, there is a noncredit option for students from partnership institutions.

Campus Life

The Office of Campus Life integrates students into a diverse university community; promotes their intellectual, social, and spiritual development; and, in collaboration with the faculty, prepares them for lifelong learning and global citizenship.

Campus Life offices include: Academic Support and Access Center; Center for Community Engagement & Service; Center for Diversity & Inclusion; Counseling Center; Housing and Dining Programs; International Student & Scholar Services (ISSS); Kay Spiritual Life Center; New Student Programs; Student Conduct & Conflict Resolution Services; Student Health Center; University Center and Student Activities; and Wellness Center.

Office of the Vice President of Campus Life

The Office of the Vice President of Campus Life is located in Butler Pavilion 400. For more information, contact 202-885-3310, campuslife@american.edu or go to: www.american.edu/ocl/.

Recognizing students’ unique needs and the diversity of American University’s student body, the Office of Campus Life promotes students’ integration into an inclusive university community and supports and complements students’ preparation for lifelong learning and global citizenship.

The Office of Campus Life is guided in this mission by assessment of students’ characteristics, dedication to service and advocacy for students, and accountability for our actions. The Vice President of Campus Life is the chief student affairs officer of the university and reports to the president.

Office of the Dean of Students

The Office of the Dean of Students is committed to cultivating an environment that enriches and supports student development. The dean of students staff provides advocacy, information, referrals, and other assistance to students, and works closely with academic and administrative units to promote student success.

Student Conduct Code

Each student is expected to adhere to established standards of behavior for members within the university community. Students must abide by all federal and local laws as well as all policies and regulations of American University. The Student Conduct Code describes the rights and responsibilities for student conduct. By registering for classes or enrolling at American University, all students acknowledge their awareness of and agreement to adhere to the Student Conduct Code. The code is available at: www.american.edu/ocl/studentguide/Student-Policies.cfm.
Office of Campus Life

Departments

Academic Support and Access Center

The Academic Support and Access Center supports the academic development and educational goals of all American University students. Additionally, the Center is committed to providing equal access for individuals with disabilities within the university's diverse community. Academic support services include individual instruction in time management reading, note taking, and exam preparation; study skills and writing workshops; referrals for peer tutors; Writing Lab appointments; and Supplemental Instruction, or group tutoring, in selected courses. Specific services are available for international students, student-athletes, and graduate students.

Services for students with disabilities are provided to ensure equal access within the intellectual and social life of the university. Services include assistance with accommodations, alternative test location, assistive technology, academic counseling, and the Learning Services Program for Freshmen with Learning Disabilities. This office provides consultation and in-service training for faculty, staff, and students, to promote an inclusive and accessible campus environment. Services are provided free of charge, except for the one-time fee for the Learning Services Program and modest fees for peer tutors. The Academic Support and Access Center is located in Mary Graydon Center 243. For more information, call 202-885-3360, email asac@american.edu, or go to: www.american.edu/asac.

Center for Community Engagement & Service

The Center for Community Engagement & Service provides opportunities for American University students, staff and faculty to engage responsibly with communities by cultivating mutually beneficial community partnerships to promote learning, leadership and social change. The Center envisions a more just and equitable world in which people engage with their local, national, and global communities. Students and faculty utilize the resources in Washington, DC and beyond to forge academic learning connections between classroom and community through service-learning and student leadership.

Projects and programs available include Alternative Breaks, Community Service-Learning Projects, DC Reads, Eagle Endowment for Public and Community Service, Freshman Service Experience, and One-Day Service Events.

For more information, call 202-885-SERV (7378) or go to: www.american.edu/ocl/volunteer/.

Center for Diversity & Inclusion

The Center for Diversity & Inclusion (CDI) advances American University's commitment to respecting and valuing diversity by serving as a resource and liaison for students, staff, and faculty on issues of equity through education, outreach, and advocacy. The center's programs acknowledge and address multi-layered topics of identity, including ability, gender identity/expression, sexual orientation, race/ethnicity, religious beliefs and practices, and socioeconomic status. The center works in close collaboration with other departments within the Office of Campus Life, and with faculty, alumni, and community resources. CDI is dedicated to:

- Enhancing LGBTQ, multicultural, first generation, and women's experiences on campus;
- Promoting student retention, graduation, and academic achievement;
- Collaborating with campus partners, in particular those that work with international students, students with disabilities, and students with active religious affiliations, to create a safe, supportive, and empowering community for all, regardless of identity.

CDI is located in Mary Graydon Center, Rooms 201 and 202. For more information or to join the CDI listserv, visit www.american.edu/ocl/cdi or e-mail cdi@american.edu.

Counseling Center

The Counseling Center provides confidential intake assessments, emergency appointments, referrals for off-campus mental health care, short-term individual therapy, and group counseling. The Center also offers consultations, workshops, and other outreach programs, including self-help resources such as the anonymous online mental health screenings (e.g., for anxiety, depression, etc.) on its website. The Center's staff includes psychologists, social workers, and graduate-level clinical trainees. Services are confidential in accordance with professional and legal standards, and are free of charge. The Counseling Center is located in Mary Graydon Center 214. For more information, call 202-885-3500 or go to: www.american.edu/ocl/counseling/.

Housing and Dining Programs

Housing and Dining Programs (HDP) is responsible for daily operations in American University's residence halls as well as management of the professional and student staff. Complementing the goals of the Office of Campus Life, HDP seeks to create and maintain an environment that fosters intellectual, social, and emotional growth. The staff works to provide a safe and comfortable living environment that encourages respect for individual rights and social responsibility.

Housing and Dining Programs is responsible for applications for student housing, student room assignments, summer housing, and conference operations. Facilities Management is responsible for the maintenance of equipment as well as housekeeping in the residence halls. Housing and Dining Programs staff oversees minor furnishing repairs.

American University's ten residence halls have distinct characteristics and offer a variety of living arrangements. Several special interest housing options, or Living Learning Communities, are available in the halls, including the Honors Program, University College, the Social Justice Community, the Health & Wellness Community, and Residential Community Clusters.

Visitors to AU's residence halls must check in at the front desk and be escorted while in the hall. Residents may not lend their access cards and keys to guests. There are no curfews; 24-hour visitation is the policy in each hall. Overnight guests are
permits only with the agreement of the roommate. In all cases, overnight guests are limited to a 3-day stay. Residents are responsible for their guests’ behavior and may be charged in lieu of their guests for violations of the Student Conduct Code and damage to university property.

The Off-Campus Housing Resource Center at American University serves AU students and the community by providing support to those looking for housing, as well as to those who wish to list rental property. In addition to a comprehensive, up-to-date web site of rental listings, information on landlord/tenant relationships and helpful hints and advice about the housing search process are also available.

Housing is available to undergraduate students on a first-come, first-served basis. For further information call 202-885-3370 or go to: www.american.edu/ocl/housing/.

Residence Hall Association
The Residence Hall Association (RHA) is the student government and program planning organization of the residence halls. RHA works with Housing and Dining Programs to ensure that university policies and services are responsive to students' needs. The Executive Board, the highest branch of the RHA, is the link between the administration and students. The Executive Board, in conjunction with the hall and floor officers, organizes both hall and campus-wide programs. The Executive Board and Hall Council presidents are elected in the spring and serve one-year terms. Hall Council members are elected at the beginning of the fall semester and serve one-year terms.

RHA provides both social and educational programming within each hall and across campus. For more information, call 202-885-3320 or go to: www.american.edu/ocl/rrах/.

International Student & Scholar Services
International Student & Scholar Services (ISSS) provides cross-cultural advising and programming to all members of the university community, as well as specialized immigration support services to international students and exchange visitors.

ISSS administers the Student and Exchange Visitor Information System (SEVIS) and the J1 Exchange Visitor Program on behalf of American University. Through these programs ISSS assists students, student interns, scholars, professors, researchers, and others who come to the university for temporary periods for the purpose of international education.

To assist international students and exchange visitors, ISSS offers pre- and post-arrival orientations, reentry and employment workshops, cultural programming, and advising on social and immigration issues. ISSS is located in Butler Pavilion 410, 202-885-3350. For more information, go to: www.american.edu/ocl/iss.s.

Kay Spiritual Life Center
The Kay Spiritual Life Center is an interfaith house of worship and home to a rich array of faith communities, cultural and educational programs, student organizations, feasts, festivals, circles of prayer, and activism. In keeping with the university’s commitment to inquiry and diversity, the Kay Spiritual Life Center seeks to be not only a center for religious life, but a place where people of conscience, intellect, and spiritual curiosity come with their questions, their dreams, and their struggles. The center fosters a climate of interfaith understanding and openness, in which matters of faith and value are recognized as an integral part of human growth and university life.

Regular services of worship and religious observances are held throughout the year by Baha’i, Buddhist, Catholic, Church of Jesus Christ of Latter Day Saints, Hindu/Vedic, Jewish, Muslim, Orthodox, United Methodist/Protestant, Quaker, Sikh, and Unitarian Universalist communities. Meditation from a variety of traditions is also offered. In addition, the center sponsors special interfaith celebrations, as well as a variety of workshops, panel discussions, retreats, outings, and social action opportunities.

Chaplains from the diverse faith traditions assist in organizing events and are available to students, faculty, and staff for pastoral counseling and spiritual direction, residence hall programming, advisement on issues of faith and ethics, life events, baptisms, bat/bar mitzvahs, weddings, and memorial services.

The Kay Interfaith Council serves to foster dialogue and discussion among the member communities of the Kay Center, provides for collective interfaith action, and promotes awareness of and respect for interfaith issues. The Center for Community Action and Social Justice Coalition (CASJC), also located in the Kay Center, is a student-led consortium of clubs committed to expressing spirituality through active engagement in pursuit of a more just and peaceful world. This office serves as a resource for AU students seeking to work for responsible social change.

The Kay Spiritual Life Center is located at the north end of the Friedheim Quadrangle. Hours of operation during the fall and spring semesters are 9 am to 9 pm, Monday through Friday. For more information, call 202-885-3320, e-mail kslc@american.edu or go to: www.american.edu/ocl/kay/.

New Student Programs
New Student Programs designs and coordinates orientation programs for first-year and transfer students. Through summer, fall, and spring orientation programs, the staff assists new students in their transition to American University. The office also coordinates the All-American Weekend in October for parents and family of current AU students and other programs to enhance the quality of life for all American University students. For more information, call 202-885-3303, e-mail orientation@american.edu or go to: www.american.edu/ocl/orientation.
Student Conduct and Conflict Resolution Services

Student Conduct and Conflict Resolution Services provides an organized discipline system founded on principles of equity, fairness, and due process for the resolution of grievances in the American University community. In addition, this office promotes the learning and use of alternative dispute resolution methods.

Student Conduct addresses alleged violations of the Student Conduct Code, Regulations for Student Conduct in the Residence Halls, and other university policies. The Conduct Council is a community review board composed of students, faculty, and staff members that provides an excellent experiential learning opportunity. All students, regardless of their majors, are encouraged to take active roles in the discipline system on campus.

American University Conflict Resolution Services (AUCRS) provides resources for the resolution of interpersonal and inter-group conflicts to all members of the AU community. AUCRS helps parties learn about sources of and responses to conflict and their roles in this dynamic process. Services include conflict consultation, assessment and evaluation, mediation, facilitation, and post-conflict reconciliation. Services are confidential and free of charge to all students, faculty, and staff. AUCRS also provides alternative dispute resolution (ADR) and conflict management skill-building workshops. Students, faculty, and staff are welcome to participate in basic mediation skills training offered each semester.

Student Conduct and Conflict Resolution Services is located in Butler Pavilion 408. For more information, call 202-885-3328, e-mail conduct@american.edu or go to: www.american.edu/ocl/ccrs.

Student Health Center

The Student Health Center (SHC) provides primary medical care, minor first aid, gynecological care, immunizations, allergy injections, and health education services to students. Psychiatric services (primarily medication management) are also available. There are fees for care at the Student Health Center.

The clinical staff consists of an internal medicine physician, nurse practitioners, physician assistants, and registered nurses. These primary care practitioners initiate treatment and coordinate all aspects of care, including referrals to specialists when indicated. Patients are seen by appointment, which can be scheduled online, by telephone, or in person. The office is located in McCabe Hall, 1st floor. To schedule an appointment, call 202-885-3380 or go to: www.american.edu/ocl/healthcenter.

Student Health Insurance

Health insurance is mandatory for all full-time degree, resident, and international students, unless the student is covered under another comparable health insurance plan. The fee is assessed automatically unless waived prior to the deadline. Waiver forms must be completed online (before published deadlines) at myau.american.edu. Medical insurance coverage is available to part-time students carrying at least 6 credit hours, spouses, domestic partners, and children of students enrolled in the student health insurance plan.

For information call the Student Health Center at 202-885-3380 or go to: www.american.edu/ocl/healthcenter/.

University Center and Student Activities

The University Center (UC) is a multi-building complex comprising Mary Graydon Center, Butler Pavilion, the Tunnel, and the Sports Center. The mission of the University Center is to provide a welcoming environment for AU students, faculty, staff, alumni, and visitors, and to support programs, activities, and services that promote community, individual growth, responsible citizenship, and a global perspective. The UC houses select food service options, including the contract dining hall (TDR), social and recreational facilities, community lounges, meeting facilities, the Cyber Cafe, and an array of offices providing student services. These include the Academic Support and Access Center, the Career Center, the Center for Community Engagement & Service, the Center for Diversity & Inclusion, the Counseling Center, International Student & Scholar Services, the Office of the Vice President of Campus Life, the Office of the Dean of Students, Student Conduct & Conflict Resolution Services, and the University Center and Student Activities.

Key student governance and media organizations are also housed in the footprint, including the Student Government (SG), the Media Board, the American University Club Council (AUCC) and the Fraternity/Sorority Governing Councils.

The UC staff of professionals and students facilitates event accommodation in the Center's facilities through University Event Scheduling (UES) and UC Operations. UES also manages the scheduling for all events on campus. The UC provides promotional opportunities for campus events and services through the Information Desk on the 1st floor of Mary Graydon Center. The University Center administrative office is located in Mary Graydon Center 271. For more information, call 202-885-3900 or go to: www.american.edu/ocl/uc.

The Student Activities staff serves as advisors, mentors, and facilitators to the student leaders and members of more than 180 recognized clubs, coalitions, student government departments, and student media groups. The Student Activities team helps to prepare students for life-long learning and global citizenship by promoting and supporting campus activities that appeal to a diverse community. The main goals are to provide students with information on how to get involved in student activities at American University and to provide leaders with the tools they need to be successful. Student Activities is located in Mary Graydon Center 271.

Student Activities Organizations

The broad categories of organizations that Student Activities advises are: American University Club Council associations and clubs, fraternity and sorority life, student coalitions, student government, and student media.
American University Club Council: Associations and Clubs

Many students enhance their collegiate experiences by getting involved in student-sponsored associations and clubs. Student Activities annually recognizes approximately 100 student associations and clubs. These organizations span a wide range of interests, including social life, academics, business, fellowship, music, journalism, service, recreation, and religion, and allow students to develop their talents and enhance organizational skills. Membership in student associations and clubs is open to all registered American University students and can provide opportunities for meeting other students, networking with faculty and staff, learning outside the classroom, and developing leadership skills. For more information or to obtain a complete list of clubs and organizations contact Student Activities at 202-885-3390 or go to: www.american.edu/ocl/activities.

The American University Club Council (AUCC) is the funding board for all clubs recognized by Student Activities. In addition to allocating student activity fees to the clubs the AUCC is responsible for mediating club disputes, encouraging collaboration among clubs, and helping clubs do business more efficiently. For more information, call 202-885-6453 or e-mail aucc@american.edu.

Fraternity and Sorority Life

American University recognizes 38 active fraternities and sororities and three governing councils. The breakdown of chapters includes:

- National PanHellenic Council (NPHC-fraternities and sororities): 5 recognized organizations
- Interfraternity Council (IFC-fraternities): 13 recognized organizations
- Panhellenic Council (Panhel-sororities): 7 recognized organizations with a new organization colonizing in Spring 2014
- National Association of Latino Fraternal Organizations (NALFO): 1 recognized organization (sorority)
- Multicultural Organizations: 2 recognized Multicultural organizations
- Professional/Service Organizations: 10 recognized including Pre-Law/Pre-Med/Honors/Service/Music

Student Coalitions

Coalitions are student-initiated and student-run advocacy and programming groups that are designed to centralize the efforts of many student clubs, and organizations that have a common agenda. Coalitions can also include faculty, staff, and alumni members. Student Activities currently recognizes two coalitions: The Asian Student Alliance and the Community Action and Social Justice Coalition (CASJC). For more information or to obtain contact information for the Student Coalitions, contact Student Activities at 202-885-3390 or go to: www.american.edu/ocl/activities.

Student Government and Graduate Leadership Council

There are two student government organizations advised through Student Activities: the undergraduate Student Government (SG) and the Graduate Leadership Council (GLC).

The Student Government (SG) represents student interests, advocates for student concerns, and provides service to the student body. The SG executive office is the administrative branch of the SG and is located in Mary Graydon Center 270. It can be reached at 202-885-6400 or www.ausg.org.

The Senate is the legislative branch of the SG and is located in Mary Graydon Center 262. The Senate is responsible for allocating student activity fees to SG departments, enacting legislation to further the interests of undergraduate students, approving rules and regulations governing the SG, and acting as a forum for student concerns.

The Student Union Board (SUB) is the social programming division of the Student Government and books bands, comedians, and other talent. The Kennedy Political Union (KPU) is a nonpartisan student lecture bureau. Founded in 1968, KPU has grown into a nationally respected lecture series.

The Graduate Leadership Council (GLC) is the graduate student government at American University. The GLC is composed of the five school/college Graduate Student Council (GSC) presidents, a chair, and a vice chair. The GLC objective is to maximize students’ return on their mandatory student activity fees by allocating a greater portion of activity fee revenue to each GSC. The GLC also provides students with opportunities and events more focused on their field-specific interests as well as advocates for graduate student concerns. For more information contact 202-885-2472 or stop by the GLC Office in the Graduate Resource Center, University Library.

Student Media

The student community supports and manages the following campus media through an aggregated website at www.americanstudentmedia.com:

- ATV is a student-operated television station that airs fourteen news, sports, and entertainment programs. Located in Mary Graydon Center 256, ATV broadcasts on two campus-wide channels and broadcasts periodically in the student center. ATV crews have covered the White House, local and campus new events. For more information, go to: www.auatv.com.

- American Literary (AmLit) is AU's award winning literary magazine that publishes twice annually. The magazine solicits artistic and literary contributions from across campus. It is located in Mary Graydon Center 248. For more information, e-mail amlitmag@gmail.com or go to: www.amlitmag.com.

- American Way of Life Magazine (AWOL) is a student-run progressive magazine that exists to ignite campus discussion of social, cultural, and political issues, and serves as an outpost for students to explore solutions to local and global problems. For more information, e-mail awolau@gmail.com or go to: www.awolau.org.
Career Services, Internships, and Merit Awards

Career Center

Consistently ranked among the top 20 best career services by The Princeton Review, the AU Career Center provides undergraduate and graduate students with career, internship, graduate school, and merit awards advising; self-assessment tools; networking, resume, cover letter, and interview coaching; workshops and programs; online internship and job listings; recruitment events and on-campus interviews; a career resource library; online interactive tools; and instructional blogs and videos.

The Career Center serves all undergraduate and graduate students in the College of Arts and Sciences, School of Communication, School of International Service, and School of Public Affairs. Kogod School of Business and Washington College of Law students are served by their respective centers. The Career Center is located on the fifth floor of Butler Pavilion. For more information, contact the Career Center at 202-885-1804 or visit www.american.edu/careercenter.

Career education is a lifelong process and the Career Center is the place to begin. The Career Center offers a sequence of services designed to accompany and enhance students' academic studies. These integrated, comprehensive career services are available for American University students and alumni.

Students are encouraged to use the Career Center's services to develop career awareness as early as possible. The center's advisors help students to obtain internship experience related to their academic and career goals. Advisors also provide students and alumni with career decision-making assistance, job-search coaching, graduate school advising, and the latest information on employment trends and instructional technologies. The Outreach and Marketing team helps to connect students with alumni and employers through networking events, job and internship fairs and listings, on-campus interviews, and employer presentations. Additionally, the Office of Merit Awards helps undergraduate and graduate students to identify, prepare, and apply for a variety of nationally competitive, merit-based scholarships and fellowships (primarily for use after graduation).

All Career Center services may be pursued concurrently with classroom learning throughout students' academic programs. The following is a summary of career decision-making steps for each year of academic study:

- **Freshman**: Explore academic majors and career options through a process of self-assessment. Use tools such as the Myers-Briggs Type Indicator (MBTI) and Strong Interest Inventory to identify interests, skills, personality traits, and work values in relation to possible career paths.
- **Sophomore**: Declare academic majors/minors, continue to explore long-term career options, develop resumes and cover letters, gain hands-on experience through internships, and explore options for nationally competitive, merit-based scholarships.
- **Junior/Graduate Student**: Focus on particular career fields of interest and gain relevant experience through internships. Network and conduct informational interviews with alumni and strengthen skills through mock interviews. Explore options for further study through graduate school or nationally competitive scholarships.
- **Senior/Graduating Master’s Student**: Determine and pursue post-graduate goals for employment, post-graduate study, or other intentional plans.

- **WVAU** is a student-operated, internet radio station that airs a wide range of music, open mic nights and occasional live music events. To contact WVAU, call 202-885-1212 or go to: www.wvaun.org.

**Wellness Center**

The Wellness Center provides health education resources and programs for AU students. Wellness encompasses many dimensions, including physical wellness, emotional, spiritual and social wellness. The primary goal of the Wellness Center is to help students develop positive, healthy lifestyles which will endure throughout a lifetime. Peer Education and professional staff outreach initiatives include residence hall programs, campus-wide Wellness Fair, alcohol and other drug education programs, nutrition, eating disorder, and body-image awareness, and education/prevention programming targeting relationship and sexual violence.
Advising Services

Self-Assessment and Career Exploration

Students may utilize self-assessment tools to identify their career interests, skills, personality traits, and work values, and then meet with a career advisor to interpret and apply the results. Popular assessments include the Myers-Briggs Type Indicator, Strong Interest Inventory™, Self-Directed Search, Career Values Test, and My Next Move. Students may also explore the connection between their academic and career interests with career guides, developed specifically for AU students.

Jobs and Internships

Students may meet with a career advisor, student peer advisor, or alumni guest advisor to discuss a wide range of topics pertaining to their job or internship search. Advisors provide expert guidance on search strategies, resume and cover letter writing, online branding, networking, interviewing, negotiating offers, and other related topics. Scheduled appointments are available in person or via phone or Skype. Advisors are also available on a drop-in basis at various locations around campus.

Graduate/Professional School

Students may work with a career advisor every step of the way, from exploring and researching graduate/professional schools to applying and preparing for interviews. Advisors coach students through individual appointments, specialized workshops, and mock interviews.

Career Resources

Career Resource Library

An extensive collection of books, periodicals, handouts, and career directories is available to aid students in their career exploration, internship and job search, and graduate school preparation. Career Center peer advisors are on hand to help students navigate the library resources. One computer is equipped with software providing access for visually impaired students.

Online Tools

Students may access numerous online resources anytime, anywhere. Interactive tools such as resume and cover letter builders and video mock interviews enable students to prepare for more in-depth advising appointments and strengthen necessary job-search skills. Instructional blogs and videos offer insight from fellow students, and resources such as Going Global provide extensive information about international careers and opportunities.

Employment Services

Job and Internship Listings

Students may learn about and apply for thousands of jobs and internships posted by employers in AU CareerWeb.

Job and Internship Fairs

Each fall and spring, students are invited to meet with representatives from more than 125 public, private, and nonprofit organizations at the fair in Bender Arena.

AU Resume Book

Students may choose to be featured in the AU Resume Book, which employers search to quickly identify candidates with certain skills and experiences.

On-Campus Recruiting

Students who maintain active profiles in AU CareerWeb may apply for a variety of internships and jobs, and ultimately interview with recruiters who visit campus each semester.

Employer Information Sessions

Students may attend on-campus presentations and learn about numerous organizations, career fields, interview processes, and hiring trends within a variety of industries.

Alumni Networking

Students may connect with AU alumni for career advice and job or internship leads through AU’s online community, LinkedIn, and numerous on-campus networking events throughout the year.

Public Service Work Study Program

Students granted Federal Work Study as part of their financial aid packages may earn their awards and gain relevant professional experience through part-time employment with select nonprofit organizations and government agencies.

Internships

In order to integrate the academic curriculum with professional experience, American University's academic internships enable students to earn credit for field experience related to their education and career goals. Students may choose to intern for credit but are not required to do so. Most internships for credit are part-time. Some positions are paid. Opportunities exist with private businesses; local, state, and federal governments; and nonprofit, social service, and international organizations.

Faculty from all university departments guide and evaluate students' experiential learning through academic internships. These experiences enable students to explore academic and career options, make career decisions, and prepare for entry into either an advanced degree program or the professional job market. Personal development, acquisition of independent learning skills, and a balanced education are other significant benefits to students participating in internships.
Eligibility and Degree Credit for Academic Internships

Opportunities are open to qualified degree-seeking undergraduate and graduate students. Applicants must be in good academic standing and must obtain approval from appropriate academic advisors. Undergraduate students must have completed at least the freshman year (30 credit hours) or a full semester as transfer students (12 credit hours). Schools or departments may stipulate additional eligibility criteria.

There is no guarantee of selection, nor is a student obligated to accept offers of employment. However, once hired under the auspices of the university's internship program, a student is expected to complete all employment and academic obligations agreed to at the time of registration.

Working with a career advisor, qualified candidates apply directly to the employers. Students register for credit (with their academic advisor or faculty supervisor) once an employer selects them for a position.

Internship positions must be reviewed and approved for credit by department faculty. Hundreds of academic and non-academic internships are listed in AU CareerWeb each term, and students may propose internships of their own design. On average, internships involve 7-10 hours per week for up to 2 credit hours, 14 hours per week for 3 credit hours, and 18-26 hours per week for 4 to 6 credit hours. Students are required to demonstrate what they have learned through written journals, papers, reports, portfolios, conferences, seminars, or other assignments. Specific requirements are set by internship faculty in their syllabi. All credit-bearing internships are for a minimum of 14 consecutive weeks per term and should include no more than 15 percent of clerical work.

International Internships

Credit-based internship opportunities are available abroad. Students should have a demonstrated knowledge of the language of the country in which they expect to work as well as previous work experience. Several months' lead time is essential to work toward securing an international internship. For more information, visit www.american.edu/careercenter/intern or schedule an appointment with a career advisor.

Office of Merit Awards

The Office of Merit Awards helps enrolled students prepare applications for highly competitive, merit-based scholarships and fellowships such as the Boren Undergraduate Scholarship and Graduate Fellowship, Harry S. Truman Scholarship, Fulbright Grant, and Pickering Foreign Affairs Fellowships. In 2011-2012, AU students and alumni earned more than 90 national merit awards and enjoyed opportunities to pursue challenging internships, research or work abroad, and advanced degrees.

Students work with merit awards advisors to identify appropriate awards and prepare competitive proposals. Students should begin thinking about awards as early as their sophomore year and may be invited to participate in the Early Identification Program (EIP) if they have achieved a high degree of academic success during their freshman year.

The Office of Merit Awards is located in Letts Lower Level, Suite Six. For more information, visit www.american.edu/careercenter/meritawards.
Admissions

Undergraduate Admission Requirements

To request application forms or for more information:
phone: 202-885-6000 e-mail: admissions@american.edu

Applicants may use the paper or online version of the Common Application.

Applicants are responsible for requesting that letters of recommendation and official transcripts and test scores be sent directly to the Admissions Office. American University’s SAT and TOEFL code is 5007, and the ACT code is 0648.

International applicants should refer to www.american.edu/international/index.cfm for additional instructions.

American University requires all applicants whose first language is not English, regardless of citizenship, to demonstrate English-language proficiency. For more information, see English Language Requirements.

Freshman Admission Requirements

To be considered for admission, applicants should:

• Have graduated from a secondary school with at least 16 academic units, including at least four units in English, three units in college preparatory mathematics (including the equivalent of two units in algebra and one unit of geometry), two units in foreign language(s), two units in lab science, and two units in social sciences.

Applicants who hold General Education Diplomas (GEDs) may be admitted on the basis of satisfactory performance on SAT, ACT, and other such tests and transcripts.

• Have a minimum academic average of above C.

• Submit the results of either the SAT Reasoning test or the ACT with writing or choose the option to apply without standardized testing at the time of application. Prospective students interested in applying without standardized testing should refer to www.american.edu/admissions/testoptional.cfm for more information.

Also recommended are the SAT Subject Mathematics Level II test (a score of 650 in Math II will fulfill the University Mathematics Requirement) and Foreign Language SAT Subject test for applicants who plan to continue the study of a foreign language begun in secondary school.

Transfer Admission Requirements

Students who wish to be considered for transfer admission must be in good academic and social standing at the school previously attended. All applicants with a cumulative grade point average of at least 2.00 on a 4.00 scale from all schools attended (at AG-rated regionally accredited institutions) will be considered. However, to be considered competitive for admission, applicants need a minimum grade point average of 2.50.

Applicants to individual schools should have maintained a cumulative minimum grade point average (on a 4.00 scale) from all schools attended as follows:

Kogod School of Business 2.50
School of Communication 2.50
School of International Service 3.00
School of Education, Teaching, and Health (College of Arts and Sciences) 2.70
School of Public Affairs 2.50

Transfer applicants must request each collegiate institution previously attended to send an official transcript of all work completed directly to the Admissions Office. Attendance at all institutions must be reported whether or not credit was earned and whether or not transfer credit is desired. Failure to report all previous academic work will be considered sufficient cause for rejection of an application or for dismissal from the university.

Transfer applicants with fewer than 24 credit hours completed at the time of application should also submit the secondary school record and standardized test scores.

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General Admission Information

Deadlines for Admissions Applications

US Freshman Admissions Application Deadlines
- Fall Semester Early Decision: November 15 for ED I
- Fall Semester Early Decision: January 15 for ED II
- Fall Semester Regular Decision: January 15
- Spring Semester: October 1
- Summer Semester: April 1

US Transfer Student Admission Application Deadlines
- Fall Semester: March 1 for priority consideration/financial aid
- Fall Semester: July 1
- Spring Semester: November 1
- Summer Semester: April 1

International Freshman Admission Application Deadlines
- Fall Semester Early Decision: November 15 for ED I
- Fall Semester Early Decision: January 15 for ED II
- Fall Semester Regular Decision: January 15
- Spring Semester: September 1

International Transfer Admission Application Deadlines
- Fall Semester: May 1
- Spring Semester: September 1

Due to visa regulations, international students may have restrictions on applying for admission for the summer term. For more information, contact International Student & Scholar Services (ISSS) at 202-885-3350.

University Honors Program Admission

Incoming freshmen are admitted by invitation to the University Honors Program; there is no separate application to apply. The top applicants for admission to the university will be considered for the program and will be notified of this decision along with their admission letter. Admission to the Honors Program is highly competitive, and the academic qualifications of each student are carefully considered. While strong high school grades and standardized test scores certainly weigh heavily, more important is evidence of a strong motivation to learn several things well and a demonstrated passion for a particular subject. Strong candidates for the Honors Program are self-motivated and find ways to connect their interests, school work, and the real world. Freshman and sophomores who were not invited as freshmen but who demonstrate academic excellence, such as a cumulative grade point average of 3.60 or higher, rigorous coursework, innovative research, etc., may nominate themselves for admission to the program after completing two full time academic semesters at American University. To begin the nomination process, students should contact the University Honors Center at honors@american.edu.

Effective fall 2014, admissions and requirements for the University Honors Program will be restructured. For more information, go to www.american.edu/provost/honors/.

Notice of Admission

Regular Decision freshman applicants whose applications and supporting documents have been received by the Admissions Office by January 15 are notified of the decision on their applications by April 1.

Early Decision round I (ED I) applicants are notified of the decision by December 31; at that time ED I applicants may be admitted, denied admission, or deferred until the general admission date of April 1. Early Decision round II (ED II) applicants are notified of the decision by February 15; at that time ED II applicants may be admitted, denied admission, or deferred until the general admission date of April 1.

Transfer applicants are notified of decisions as they are made.

Full-time undergraduates are required to pay a nonrefundable tuition deposit to reserve a place in the class.

Complete detailed instructions for replying to the admission offer are provided with the notice of acceptance.

Early Admission

American University offers the opportunity for admission a year earlier than normal to freshman applicants whose ability, academic achievement, and general maturity indicate that they are ready to begin collegiate work.

Applicants are considered on their own merit. However, the major factors important to evaluation are:
- the secondary school record, with special reference to grades achieved and the pattern of courses taken;
- performance on the Scholastic Assessment Test I (SAT I) or the American College Test (ACT);
- the recommendation of the secondary school principal or counselor and two teacher recommendations;
- a letter from the applicant stating the reasons for seeking early admission; and
- possibly, an interview with a screening committee.

Early Decision

Freshman applicants whose first choice is American University are encouraged to apply as Early Decision candidates. Students admitted under the Early Decision plan learn of their admission early and receive first consideration for scholarships, financial aid, housing, and registration. The university, in turn, is assured that these students will enroll if admitted.

The university offers two Early Decision (ED) options. The deadline for applying for ED I is November 15 with notification by December 31. The deadline for ED II is January 15 with notification by February 15. All documents, including the $70 application fee, must be on file with the Admissions Office by the respective deadlines. Early Decision applicants may initiate applications to other schools before notification, but if they are admitted to American University as Early Decision candidates, they must submit a tuition prepayment by January 15 for ED I or March 1 for ED II and withdraw all applications to other colleges and universities.

Early Decision applicants are evaluated by the same criteria as all other freshman applicants. They may be admitted to the
university in December (or February for ED II), denied admission, or have their application deferred until the Regular Decision reply date of April 1. Students deferred until April are released from the commitment to attend if admitted.

Learning Services Program

American University offers a structured program for entering freshmen with learning disabilities who are seeking additional support. Students interested in the Learning Services Program must identify themselves in the regular admissions process and submit a supplementary application to the program at the time they apply to the university. Further information is available from the Academic Support and Access Center at 202-885-3360 or asac@american.edu.

Admission from Nondegree Status

Students wishing to transfer from nondegree status at American University to undergraduate degree status must submit a formal application for admission to the Admissions Office. If a student is accepted into an undergraduate degree program, a maximum of 30 credit hours may be transferred from nondegree status to the degree program.

Admission for Part-time Study

An undergraduate student enrolled in fewer than 12 credit hours is considered a part-time student. Part-time degree applicants are required to meet the same standards for admission as full-time freshman or transfer applicants.

Applicants considering part-time study in a degree program are cautioned that they may be unable to complete the necessary course work for some degree programs by attending evening classes only. Before applying they should consult with the department of their proposed major to ascertain whether the required courses will be available to them.

Readmission

An undergraduate student whose studies at the university are interrupted for any reason for a period of one semester (excluding the summer sessions) must submit a formal application for readmission and a reapplication fee to the Admissions Office at least two months before the beginning of the semester or summer session for which the student wishes to be readmitted, unless written permission to study at another collegiate institution was secured in advance or the student has been granted an official temporary leave.

Students who were in good standing when they left the university and who have maintained a satisfactory grade point average at another school are virtually assured readmission. It is to a student’s advantage to apply for readmission as early as possible so that he or she may register during the advance registration period.

A student who is readmitted is subject to the academic requirements and regulations in effect at the time of readmission.
Graduate Admission Requirements

Admission to Degree Programs

Application for graduate study is made directly to the academic unit offering the degree program. Applicants are admitted to a particular program for a specific degree objective. Applicants are admitted to either full or provisional status.

Applicants are responsible for requesting that official transcripts and test scores be sent directly from the issuing institutions to the appropriate graduate admissions office. Attendance at all institutions must be reported whether or not credit was earned. Failure to report all previous academic work (undergraduate and graduate) will be considered sufficient cause for rejection of an application or for dismissal from the university.

International applicants should refer to International Student Admission for additional instructions. American University requires all applicants whose first language is not English, regardless of citizenship, to demonstrate English-language proficiency. For more information, see English Language Requirements.

Minimum Requirements for Full Admission

The minimum university admission requirements for graduate study are outlined below. Please refer to the appropriate college, school, and department program requirements for additional requirements.

Applicants must hold an earned baccalaureate degree from an institution accredited by one of the six United States regional accreditation agencies or a degree equivalent to a four-year US baccalaureate degree from an international institution with a similar level of accreditation or recognition by its home country. Assessment of a foreign degree will be based upon the characteristics of the national system of education, the type of institution attended, its accreditation, and the level of studies completed. Applicants must provide proof of an undergraduate degree with an original certified transcript. Responsibility for the verification and approval of documents supporting graduate applications and the minimal requirements for full admission rests with the admissions office in each academic unit.

Applicants may be admitted without reference to their baccalaureate record if they earned at least a 3.50 cumulative GPA in a master's degree program completed at a regionally accredited institution or if they earned at least a 3.50 cumulative GPA for the last 12 credit hours of graduate study at AU, or they will be academically dismissed. Specific degree programs may establish additional requirements.

Provisional Admission

Students, including international students, who do not meet the above GPA requirements may be admitted with provisional status. Students who are admitted provisionally must have a cumulative GPA of at least 3.00 after the completion of the first 9 credit hours of graduate study at AU, or they will be academically dismissed. Specific degree programs may establish additional requirements.

Admission to Joint Degree Program

Admission procedures for joint degrees vary by individual program but each academic unit administering the joint degree must review applications and make admission decisions. While all units review the application, the student’s home school is the one to which he/she applies.

Admission to Combined Bachelor's/Master's Program

American University offers students the opportunity to earn both undergraduate and graduate degrees through its combined bachelor's master's programs. For more information, see page 57 of this catalog.

Admission to Dual Degree Program

For admission to an approved dual degree program, the student must meet the admission criteria for each of the degrees and must be admitted separately to each degree program. The student must be admitted to the second program before completing the first. Admission to one degree program does not guarantee automatic admission to a second. Each admission decision is separate, and conducted according to established procedures for the specific degree. The student must take all admission examinations required by each of the graduate programs.

Admission with Nondegree Status or to Certificate Programs

Nondegree Admission

Admission to attend classes with nondegree status is open to applicants who have a bachelor's degree or the equivalent. Enrollment as a nondegree student does not guarantee acceptance into a degree program. Students must have approval of the instructor to enroll in a class with nondegree status.

Admission to Post-Baccalaureate for-Credit Certificate Programs

Admission to attend classes in post-baccalaureate for-credit certificate programs is open to applicants who have a bachelor's degree or the equivalent. Enrollment as a post-baccalaureate student does not guarantee acceptance into a degree program.

Admission from Nondegree Status or Post-Baccalaureate Certificate Program to Graduate Degree Program

Students who have nondegree status or who are enrolled in a post-baccalaureate graduate certificate program at AU may be admitted to a graduate degree program following completion of the regular applications process. Graduate programs may approve specific credit hour limits and relevant coursework earned in nondegree status or in a post-baccalaureate certificate program for transfer to a degree program, but no more than 12 credit
hours can be transferred for credit towards a degree. Academic unit policies regarding the approval of semester credit hours of coursework earned in nondegree status or in a post-baccalaureate certificate program must be posted and publically available on the departmental website.

International Student Admission

The following regulations apply to all students who are not citizens or “permanent residents” of the United States of America.

All international students applying for admission must submit the appropriate documents well in advance to undergraduate admissions or to the graduate office of the school or college to which they are applying. Photocopied or faxed documents are not accepted for evaluation purposes. Transcripts for international applicants must be submitted for all secondary and/or postsecondary schools attended. Documents must be in the language of instruction of the issuing school and must be accompanied by an official English translation.

In addition to academic requirements for admission, international students, for purposes of obtaining a visa to study in the United States, must also provide proof of financial ability. To determine the required amount, they should consult the Cost Guides on the ISSS website: www.american.edu/ocl/iss/Student-Cost-Guide.cfm.

Visa Requirements

Students in nonimmigrant F-1 or J-1 status are required by Department of Homeland Security (DHS) regulations to enroll for and maintain a full-time course load during the fall and spring semesters. If the student’s first term is a summer session, the full-time course load requirement will apply for that summer. It is the individual student’s responsibility to comply with immigration regulations.

To meet the full-time course load requirements at American University each semester, undergraduate students are required to register for a minimum of 12 credit hours, graduate students for a minimum of 9 credit hours, and law students in the master’s program for a minimum of 8 credit hours. Any change in registration which results in a course load below these minimum requirements must be authorized by International Student & Scholar Services (ISSS) in consultation with the student’s academic advisor.

Students in F-1 or J-1 status who fail to meet these requirements are considered by the Department of Homeland Security to be “out-of-status” and lose their eligibility for all immigration benefits including on-campus employment and practical training and may be subject to deportation.

Students in F-1 or J-1 status are reminded that a change from one US educational institution to another or a change of program within the same educational institution must be made according to immigration regulations. At American University such changes are processed through International Student & Scholar Services (ISSS), Butler Pavilion 410.

Students in Exchange Visitor (J-1) status requesting a transfer to American University should consult with ISSS before registering for classes. Transfer from one exchange visitor program to another requires a release from the previous program sponsor and/or the approval of the Department of State and DHS. It is advisable that all students entering the university in J-1 status at the time of admission consult with ISSS before registering for classes.

Questions concerning immigration regulations should be directed to International Student & Scholar Services (ISSS), Butler Pavilion 410; telephone 202-885-3350; fax 202-885-3354. Regular office hours are Monday through Friday, 9:00 am to 5:00 pm.

English Language Requirements

Applicants whose native or first language is not English must demonstrate proof of language proficiency by submitting satisfactory results from one of the following:

- English proficiency tests (specific scores that confer a passing grade on these exams can be obtained from AU’s International Student and Scholar Services (ISSS) at: www.american.edu/ocl/iss/english-requirements.cfm)
  - Test of English as a Foreign Language (TOEFL);
  - International English Language Testing System (IELTS);
  - Pearson Test of English-Academic (PTE-Academic); or
  - Successful evaluation of the Kansas Test administered by the ISSS office at AU.

- Successful completion of the highest level of course work in an approved intensive English-language program recognized by AU.

- An earned bachelor’s degree from an accredited or approved institution where the medium of instruction is in English.
Registration, Tuition and Expenses, and Financial Aid

Registration

Student Responsibility

Students are responsible for their behavior, academic and otherwise, at American University. American University expects that students, as mature members of the academic community, will adhere to the highest standards of personal and academic integrity and good taste.

To protect their academic status, students should seek the appropriate approval of their academic program advisors. It is highly recommended that students keep their own records of all transactions with the university (grade reports, registration schedules and changes, incomplete forms, etc.).

It is also advisable to keep copies of all tests and papers submitted in fulfillment of course work.

Academic Advising

Academic advising is an essential element of the educational process. American University requires advisor/student conferences at least once a semester, but students have the responsibility for selecting their courses, meeting course prerequisites, and adhering to university policies and procedures. The advisor assists the student in obtaining a well-balanced education and interprets university policies and procedures.

Students should be aware of the university’s many advising resources and utilize these resources as needs arise. Students may consult faculty and peer advisors, department chairs, deans, and student support services throughout the university. The university has the responsibility to ensure that advising resources maintain high standards for serving students effectively and efficiently.

The university uses a degree audit system to track undergraduate students’ academic progress. The degree audit report displays academic program requirements completed and to be fulfilled. Prior to an official declaration of major, the reports are based on requirements for the student’s intended major. Students are encouraged to obtain a degree audit online from their myau.american.edu account each semester. Students may also request a copy of their degree audit report from their advisor or the Office of the University Registrar.

Continuing Degree and Nondegree Student Registration

Note: International students in F-1 or J-1 student status are not eligible to enroll as nondegree students. International students in F-1 or J-1 student status should refer to specific instructions for international students.

Currently-enrolled students receive registration information through their American University e-mail account each fall (for spring registration) and spring (for fall and summer registration).

Students should follow these directions:
1. Check their AU e-mail account for information concerning registration.
2. Schedule an appointment with their academic advisor.
3. Before meeting with an academic advisor, students should produce a degree audit report from their myau.american.edu account and prepare a draft course schedule. It is their responsibility to select a schedule of courses that is free of day/time conflicts. For updated schedule information check: www.american.edu/provost/registrar/schedule/index.cfm.
4. With the advisor, students confirm or revise their semester course schedule. The advisor will enter an electronic signature into the student registration system to document authorization of the registration. This approval must be in the system before a student will be allowed to register for classes.
5. Students must meet all the prerequisites and obtain all required approvals and authorizations for the courses for which they intend to register and will only be permitted to register for courses for which they have met the prerequisite or received a waiver.

In addition to meeting course prerequisites, all students wishing to take courses in Applied Music (Department of Performing Arts), the Kogod School of Business, and the School of Communication must obtain approval from the department or school. Students must obtain all permissions or prerequisite waivers from the appropriate departments prior to registration.
6. Students must clear any outstanding financial or other stops before attempting to register.
7. Students will confirm the dates when they are eligible to register. Undergraduate students may register starting on the date corresponding to their completed credits.
8. Students will log onto myau.american.edu, go to "Academics" and then "Course Registration," and follow the instructions for registration. Before processing a registration, students should verify that their chosen course sections are still open. To view the Schedule of Classes from myau.american.edu, click on Schedule of Classes: General from the Learn @ AU menu. Admission to courses is subject to space availability and confirmation of eligibility.

The following are not available for web registration: internship, independent research or reading, community service-learning projects, consortium, Washington Semester or AU Abroad programs, alumni audit, continuing enrollment, maintaining matriculation (graduate students), and any courses with a variable credit value.

Once registered, students can view their semester schedules at "My Schedule" (under "Academics"). To make registration changes (add/drop) within permitted time periods, go to "Course Registration" and follow the instructions to add or drop courses.

See Changes in Registration for more information on adding and dropping courses.

Special Departmental Requirements for Nondegree Students

Departmental approval must be obtained for nondegree registration in courses at the 600 or 700 level.

School of International Service (SIS): Approval must be obtained for all courses at the 500, 600, or 700 level.

Kogod School of Business (KSB): Approval must be obtained for nondegree registration in all KSB courses. In addition, nondegree students must demonstrate that prerequisites have been met. If prerequisites have been completed at a college or university other than American University, students must provide copies of appropriate transcripts. Graduate students must have satisfactory GMAT scores, and a satisfactory grade point average in the last 60 hours of undergraduate work. Students must provide copies of all undergraduate and graduate transcripts and GMAT results.

School of Communication (SOC): Approval must be obtained for nondegree registration in all SOC courses.

First-Time Degree and Nondegree Student Registration

Note: All F-1 and J-1 international students who are enrolling at American University for the first time or for a new program are required to bring to International Student & Scholar Services (ISSS) their passport, I-94, and I-20, or DS-2019. Non-native speakers of English, regardless of citizenship, must take an English language proficiency test before they register. International students in F-1 or J-1 student status are not eligible to enroll as nondegree students.

Students should follow these directions:
1. Schedule an appointment with your academic advisor. New nondegree students must meet with an advisor in the school or department in which they intend to study.
2. With the advisor, students will select a semester course schedule. The advisor will enter an electronic signature into the student registration system to document authorization of the registration. This approval must be in the system before a student can be registered for classes.

For updated schedule information check: www.american.edu/provost/registrar/schedule/index.cfm

Students must meet all the prerequisites and obtain all required approvals and authorizations for the courses for which they intend to register. Students will only be permitted to register for courses for which they have met the prerequisite or received a waiver.

In addition to meeting course prerequisites, all students wishing to take courses in Applied Music (Department of Performing Arts), Kogod School of Business, and School of Communication must obtain approval from the department or school. Students must obtain all permissions or prerequisite waivers from the appropriate departments prior to registration.

3. New students begin registering after the beginning of General Registration for the semester once they have approval from their advisor. Initial registrations for all new students must be processed in consultation with an academic advisor. Admission to courses is subject to space availability and confirmation of eligibility.

New undergraduates should contact their advisor to make any changes to their course registration prior to the first day of classes for the semester. New graduate students may add and drop courses online at any time after their initial registration until the deadline by logging onto myau.american.edu.

See Changes in Registration for more information on adding and dropping courses.

Special Departmental Requirements for Nondegree Students

Departmental approval must be obtained for nondegree registration in courses at the 600 or 700 level.

School of International Service (SIS): Approval must be obtained for all courses at the 500, 600, or 700 level.

Kogod School of Business (KSB): Approval must be obtained for nondegree registration in all KSB courses. In addition, nondegree students must demonstrate that prerequisites have been met. If prerequisites have been completed at a college or university other than American University, students must provide copies of appropriate transcripts. Graduate students must have satisfactory GMAT scores, and a satisfactory grade point average in the last 60 hours of undergraduate work. Students must provide copies of all undergraduate and graduate transcripts and GMAT results.

School of Communication (SOC): Approval must be obtained for nondegree registration in all SOC courses.
International Student Registration

In addition to the registration procedures for continuing or new degree students, the following steps must be taken by international students (students who are not US citizens or permanent residents):

- All F-1 and J-1 international students who are enrolling at American University for the first time or for a new program are required to bring to International Student & Scholar Services (ISSS) their passport, I-94, and I-20, or DS-2019.
- International students are not required to obtain an international student advisor’s signature to register unless they are registering for an internship.
- International students in F-1 and J-1 status are required to register full-time (at least 12 credit hours for undergraduates and 9 credit hours for graduate students) for each semester. International students with F-1 or J-1 visas who intend to initially register for less than full-time credit hours should first consult with an international student advisor. International students who register for less than a full course load are required to obtain written permission from ISSS each term. Failure to do so may result in loss of immigration status.
- Students in B-1/B-2 status are not eligible to register for academic coursework. For more information regarding this DHS regulation, please contact the International Student & Scholar Services office.
- Audit courses are not counted toward a full course of study for the purpose of maintaining an F-1 or J-1 status. Therefore, F-1 and J-1 students may audit courses only if they are registered full-time for courses taken for credit.

SEVIS: Student and Exchange Visitor Information System

Universities enrolling F-1 and J-1 students are required to report to the DHS any student who fails to maintain status, fails to enroll, or who completes his or her program. In addition, each term and no later than 30 days after the beginning of the semester, universities are required to report the following registration information:

1) full-time registration or authorization for reduced coursework; and
2) current address of each enrolled student.

Finally, ISSS reports to DHS immediately if students withdraw, take Temporary Leave, or drop below full-time registration without ISSS authorization.

Questions concerning DHS regulations should be directed to International Student & Scholar Services (ISSS), Butler Pavilion 410; telephone 202-885-3350; fax 202-885-3354. Regular office hours are Monday through Friday, 9:00 am to 5:00 pm.

Special Registrations

Audit Registration

Note: International students in F-1 or J-1 visa status should not audit courses. Audit courses are not counted toward a full course of study for the purpose of maintaining an F-1 or J-1 status. Therefore, F-1 and J-1 students may audit courses only if they are registered full-time for courses taken for credit.

Students who attend a class but do not wish to receive a final grade or credit for the course must register as an auditor. Tuition and fees for auditors are the same as those for students registering for credit. Changes to or from audit may be made through the eighth week of the semester. Audit registration is subject to the same regulations as credit registration. Faculty may establish standards of class participation and attendance for auditing that must be met if a student is to remain in audit status. To register as an auditor, choose “Audit” as the grade type when processing a registration.

Internship Registration

An internship is a combination of academic study and substantive paid or unpaid work experience, approved by a supervising faculty member in advance. Registration for internships is open to qualified degree students in good academic standing. Academic departments may have additional requirements, but generally the prerequisite for registration at the undergraduate level is completion of 30 credit hours of course work (12 credit hours for transfer students) with a minimum grade point average of 2.0.

The maximum number of internship credit hours that may count toward an undergraduate major is six credit hours. Students may take up to a maximum of 12 internship credit hours that count toward the 120 credit hours of undergraduate degree program. Customarily, students will not have more than 6 internship credit hours in any graduate program and some programs may set lower limits. To receive academic credit, the work for the internship must be more substantive than administrative, with non-administrative work comprising in general at least 85% of the work performed.

All students are encouraged to work with an advisor in the Career Center. For additional information about internships, call or visit the Career Center, Butler Pavilion 5th floor, 202-885-1804. Information is also available at: www.american.edu/careercenter.

Registration for internships is during the registration period for the fall or spring semester or summer session. Students may add these courses until the end of the second week of classes in the fall and spring semesters.

Students must have met all prerequisites, secured the work position, and confirmed their work schedule with their site supervisor prior to registration. The student and supervising faculty member must agree upon and document the credit value of the experience, depending on the nature of the academic component and the number of hours required for the work component. The recommended standards for academic credit may vary but typically are: 7-10 hours per week for 1-2 credits; 14-18 hours...
per week for 3-4 credits; and 22-26 hours per week for 5-6 credits. Students work throughout the term (14 weeks or more).

Students must submit a completed and approved Internship Registration Form, along with the Internship Consent and Release Form to the Office of the University Registrar. Forms are available at: www.american.edu/provost/registrar/pdf/list.cfm.

Independent Study Registration

Students in good academic standing generally may register for two types of independent study. In an Independent Reading course, a student will read a body of material with a minimum of formal instruction. In an Independent Research project, the student will research a topic agreed upon by the student and the instructor. Individual academic units may have restrictions on this policy.

Before processing registration for these courses, the student and the supervising faculty member must agree upon and document the title, objective, scope, and credit value (1-6) of the project to be pursued. The department chair or program director must approve the project and faculty member's involvement. In particular, he or she must attest that the project does not duplicate a course already offered in the semester's schedule which would be available to the student.

Independent study may not be used as credit toward the College Writing or University Mathematics requirements, or toward General Education. Independent study that substitutes for a major requirement must be approved by the teaching unit chair or equivalent. For selected courses, a temporary grade of IP (course in progress) may be assigned, at the discretion of the instructor, at the conclusion of the semester of registration.

Students must submit a completed and approved Independent Study Registration Form to AU Central. Forms are available at: www.american.edu/provost/registrar/pdf/list.cfm.

Community Service-Learning Projects

Undergraduate students may have the opportunity to earn credit for community service performed in conjunction with courses in which they are enrolled. In addition to at least 40 hours of approved field work, community service-learning projects require an academic component related to the course with which the service project is associated. Students earn one credit for each community service-learning project they successfully complete, with a maximum of three credits applied to graduation. Credit earned for a community service-learning project cannot be used to fulfill requirements for General Education, College Writing, or University Mathematics requirements. Only the pass/fail grading option is available. Permission of the instructor of the course is required. The Office of Campus Life certifies community service organizations and provides orientation sessions for students. For more information on registration for Community Service-Learning Projects, go to www.american.edu/ocl/volunteer.

Consortium Registration

The Consortium of Universities of the Washington Metropolitan Area combines the resources of area universities and colleges. In cooperation with the Catholic University of America, Corcoran College of Art + Design, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Marymount University, Trinity Washington University, the University of the District of Columbia, and the University of Maryland-College Park, American University offers qualified degree students the opportunity to enroll for selected courses at any of these institutions.

With the appropriate approvals, undergraduate and graduate degree students may take courses for AU residence credit at member institutions of the Consortium of Universities of the Washington Metropolitan Area, provided the course is not offered at American University. Off-campus courses, courses in law and medicine, independent study and reading courses, special institutes, and noncredit courses (except ROTC at Georgetown and Howard) are excluded from the consortium.

To be eligible for this program, students must be fully admitted degree students who are actively enrolled and in good academic standing. Course registration must be approved by the American University dean or department chair of the field of study for which registration is requested and by the Office of the University Registrar. Students are responsible for securing approval at the cooperating institution when requested.

American University students pay the American University tuition rate. Students registering for consortium courses at all universities will be billed for any special fees (such as lab fees) for the course. Consortium registration can be confirmed only after classes begin at the visited school. Students will be guided by the policies and deadlines of the home institution.

For course selection eligibility and registration, contact the Consortium Coordinator for Student Services in the Office of the University Registrar at 202-885-2208. Information on the Consortium is also available at www.consortium.org.

Maintaining Matriculation

Students whose degree requirements are not completed and who have not been granted a temporary leave must register each fall and spring semester during regular registration periods for courses, thesis or dissertation seminars, continuing enrollment, doctoral dissertation, or maintaining matriculation. Those who do not will be considered as having separated from the university. Such students may then reapply and, if readmitted, are governed by requirements and regulations in effect at the time of readmission.

During a semester when a graduate student is not enrolled in credit course work but is utilizing the services of the university (e.g., to prepare for comprehensive examinations or complete research for the thesis or dissertation), the student maintains enrolled status by registering for continuing enrollment, doctoral dissertation, or maintaining matriculation. These courses may have specific requirements as to when and for how many semesters students enroll in them.

Students who change degree objective, college, or school, whose candidacy for an advanced degree expires, or who choose to conform to new regulations or requirements must be prepared to complete all requirements and abide by all regulations in effect at the time such a change is made.
Alumni Audit Registration

Individuals who have earned a degree from American University who are in good financial standing with the university may enroll in one course each fall, spring, and summer semester as alumni auditors. No credit is given for courses taken through this program, and courses will not appear on student transcripts. Alumni who wish to receive credit for courses must register as nondegree students and pay tuition at the prevailing rate. Alumni who are also currently enrolled in a second degree program at AU may participate in the alumni audit option, except in courses for their degree program. Alumni auditors are expected to follow all university conduct policies.

Alumni audit registration is available during the first two weeks of classes for the fall and spring semesters and only for courses which have not reached their enrollment limits.

In-person registration is available at the Alumni Programs office, 4401 Connecticut Avenue, NW. Registrations may also be mailed to Alumni Programs, American University, 4400 Massachusetts Ave, NW, Washington, DC 20016, or faxed to 202-885-5964. When faxing registration forms, please call 202-885-5960 to verify receipt of the fax.

The Alumni Audit fee is $100 per course, which supports the Alumni Scholarship Fund and administrative costs. Some courses may also have additional fees. Payment will be accepted by check, money order, VISA, MasterCard, Discover, and American Express only (no cash).

Courses not available for Alumni Audit include independent study, research, or reading, private music instruction, laboratory courses, and maintaining matriculation.

The following schools and departments require faculty or departmental approval. If approval is required, the instructor or department must sign the authorization section of the registration form before the student may register as an alumni auditor.

- School of International Service (SIS), School of Communication (SOC), and School of Public Affairs (SPA): all courses
- College of Arts and Sciences (CAS): Anthropology (graduate-level courses), Art, Audio Technology, Health and Fitness, History (graduate-level courses), Literature (400-level and graduate-level courses), Psychology, Sociology, and World Languages and Cultures.

For additional information, call 202-885-5960 or go to www.american.edu/alumni.

For availability of courses, check the Schedule of Classes at www.american.edu/provost/registrar/schedule/index.cfm.

Changes in Registration

Students are responsible for identifying implications for their progress and status at the university, including impact on financial aid, which results from any change in registration. Students are also responsible for verifying that all changes in registration are reflected in their official student record.

To make changes in registration online, students should log on to myau.american.edu and go to Add/Drop Course.

Adding Courses

Students may add a course through the tenth business day of classes for the fall or spring, or the equivalent for a summer session.

In addition to any course prerequisites and required authorizations, approvals are required for the following:

- Students adding business courses must obtain approval from the Kogod School Undergraduate or Graduate Program Office.
- Students adding communication courses must have approval from the School of Communication.

Dropping Courses

Students may drop a course through the eighth week of the semester for the fall or spring, or the equivalent for a summer session. When a student drops a course during the first ten business days of a semester (or the equivalent for summer), the course will not appear on the transcript; withdrawal thereafter is noted with a "W" in place of a grade.

Note: Discontinuing attendance in class or notifying an instructor of a status change does not constitute an official action.

Approvals are required for the following:

- Withdrawal from courses used to satisfy the University Mathematics Requirement requires the approval of an academic advisor based on the placement recommendations made by the Department of Mathematics and Statistics.
- International students with F-1 or J-1 visas should consult first with an international student advisor in International Student & Scholar Services regarding how to maintain their immigration status.
- Athletes must not drop below 12 credit hours without authorization of the director of athletics.
- Kogod students dropping business courses must obtain approval from the Kogod School Undergraduate or Graduate Program Office.
Reduction of Course Load Due to Medical Reasons

In the event a student encounters medical difficulties after the eighth week of the semester, it may be possible for the student to obtain permission from the academic unit to withdraw from all courses or to have a reduced course load. Such requests must be made before the end of the semester and students must verify their difficulties to the academic unit by following the guidelines for securing a Medical Temporary Leave. Students should provide medical documentation only to the Office of the Dean of Students. Students must petition the Office of the Dean of Students to return from a Medical Temporary Leave or to return from a semester during which they withdrew from all courses or received a reduced load that was approved for medical reasons. The Office of the Dean of Students will provide verification to the academic unit when the student is ready to resume studies at the university.

Grade Type Option

Students may change grade type options (A-F or Pass/Fail) on the web through the eighth week of classes for the fall or spring, or the equivalent for a summer session.

*Note:* Changing grade type is not permitted for courses that require a specific grade type, such as Pass/Fail only.

Separation from the University

Degree students who withdraw completely from all courses during a semester and/or are separating from the university the following semester must notify their advisor. Students who fail to enroll and who do not have on file an approved temporary leave form will be separated from the university.

Course and Schedule Information

Course Numbers

Each course is designated by a subject code and a course number. The subject code identifies a particular academic discipline or teaching unit in the curriculum; e.g. ANTH = Anthropology; ECON = Economics; ARTH = Art History. The numbers identify the level of the course as follows: 0-99, Non-Credit Courses; 100-299, Undergraduate Introductory or Undergraduate Foundation Courses; 300-499, Undergraduate Upper-Level or Undergraduate Advanced Courses; 500-599, Graduate Courses that allow qualified, advanced undergraduates; 600-899 Graduate Courses. No undergraduate students may take 600-799 graduate courses except under specific circumstances where the courses are cross-listed with undergraduate courses as part of a combined BA/MA program or by special permission of the associate dean of the academic unit.

Credit Hour Value

All undergraduate and graduate courses are valued in credit hours. American University uses the Carnegie Classification definition of a semester credit hour. A semester credit hour is defined as at least 12.5 hours of direct faculty instruction per semester (in class, online, or remote sites) with at least 25 hours of student work outside of that direct instruction, typically conducted over a 15-week semester, or an equivalent amount of faculty instruction and work over a different time period. Generally, each credit hour is equal to 50 minutes of class instruction a week for 15 weeks or 750 minutes of class instruction per semester.

Course Descriptions and Syllabuses

Descriptions of permanent courses currently in the university curriculum are listed by course number in *Course Descriptions* at the end of this catalog. Catalog course descriptions, as well as selected and rotating topics course descriptions, are available each semester from the Schedule of Classes at [www.american.edu/provost/registrar/schedule/index.cfm](http://www.american.edu/provost/registrar/schedule/index.cfm).

A syllabus describing the general nature and scope of each course is available from the department offering the course for three years.

Course Prerequisites

Many courses call for a minimum background of knowledge, as indicated by prerequisite courses cited in individual descriptions. Titles and numbers are those of American University courses; equivalent courses satisfactorily completed at other accredited institutions also meet prerequisite requirements by transfer credit.

Students are responsible for entering the class with the required competence. Thus, prerequisites warn students of the knowledge they are to bring with them in order to meet the expected standards of performance.

Class Periods

Day classes, except those on Wednesday and Saturday, ordinarily meet two days a week for 75 minutes a meeting. Wednesday classes ordinarily meet once a week for two hours and 30 minutes. Some classes meet three times a week for 50 minutes a meeting. Evening classes ordinarily meet once a week for two hours and 30 minutes or twice a week for 75 minutes a meeting.

Courses involving laboratory, studio, discussion groups, or workshops may vary from these schedules. Independent reading courses, independent research or study projects, internships, and similar kinds of study opportunities meet according to the special arrangement with the school, department, or faculty members concerned.
Cancellation of Courses

Occasionally it is necessary to cancel a scheduled course because of low enrollment, the last-minute unavailability of an instructor, or other unavoidable reasons. Every effort is made to announce the cancellation before the first class meeting, but this is not always possible. If a course is canceled, a student who does not choose to transfer to another course may receive a full refund of the tuition and fees paid for the canceled course by completing a refund request form in the Office of Student Accounts.

Class Attendance

Individual classes may have different attendance requirements; it is the student’s responsibility to check each course syllabus to determine policy and to speak to instructors regarding excused absences such as major religious holidays (posted annually by the Office of Provost and Kay Spiritual Life Center), medical or mental health events, and athletic team events. Unexcused absences may affect a student's grades. Students may not be penalized for excused absences but are required to make-up all work missed as a result of the excused absence.

Veterans and others receiving government benefits are reminded that the paying agency may have specific attendance policies.

Emergency Cancellation of Classes

Classes at American University are expected to meet according to the announced schedule and no instructor is authorized to change the day, hour, or place of any meeting. Unless cancellation of classes is announced publicly, classes will meet. When cancellation of classes is necessary, instructors are expected to arrange for additional reading, study assignments, or class meetings to compensate for attendance time lost.

Final Exam Policy

Students are expected to take final exams at the times scheduled by the Office of the University Registrar. Accommodations are made for students with excused absences, students with documented disabilities, students with two exams scheduled for the same time, and students with three or more final exams on a given day. Students should notify their advisors who will work with the instructors to resolve the conflict. Unexcused absences at final exams may result in a penalty. Students must follow any additional policies or procedures set by individual academic units.

Waitlist Rules

Students often “waitlist” if they are considering adding a course or a new section of a course in lieu of the section in which they are currently enrolled. Students may not waitlist for more than one section of any course at any given time. Students may not waitlist for more than three unique courses at any point in time.
Tuition, Fees, and Other Charges

Undergraduate students who register for 12 to 17 credit hours are assessed tuition at the full-time rate. Undergraduate students who register for fewer than 12 credit hours are assessed tuition based on the number of credit hours taken. Undergraduate students who register for more than 17 credit hours are charged the full-time tuition rate with an additional charge for each credit hour over 17.

Graduate and nondegree students are assessed tuition per credit hour.

Washington College of Law (WCL) students are assessed tuition on the same basis as undergraduate students. However, the WCL tuition rate differs from that of the rest of the university.

The off-campus tuition rate differs from the rate for on-campus courses. Full-time undergraduate students, however, who register for courses both on and off campus are assessed tuition at the on-campus full-time rate.

Charges for institutes and other courses with special tuition rates are listed in the Schedule of Classes or in publications or websites supplied by the offering university department.

Given the probable continuation of current economic conditions, as well as the need to continue to accelerate the academic development of the university, it is reasonable to expect that tuition and fee increases will be required each year in the near future.

Tuition

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Full-time (12–17 credit hours)</td>
<td>$20,066</td>
</tr>
<tr>
<td>(Above 17 hours, $1,337 per additional credit hour)</td>
<td></td>
</tr>
<tr>
<td>Part-time (per credit hour)</td>
<td>$1,337</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Students (including new Kogod School of Business MBA/MS students)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time and part-time: (per credit hour)</td>
<td>$1,440</td>
</tr>
<tr>
<td>PhD Dissertation (courses -898 or -899)</td>
<td>$1,440</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuing Kogod School of Business MBA/MS students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (12–17 credit hours)</td>
<td>$17,332</td>
</tr>
<tr>
<td>(Above 17 hours, $1,324 per additional credit hour)</td>
<td></td>
</tr>
<tr>
<td>Part-time (per credit hour)</td>
<td>$1,324</td>
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</tbody>
</table>

| Note: After Spring 2014, all Kogod School of Business MBA/MS students will be charged the standard per credit hour graduate rates. |  |

<table>
<thead>
<tr>
<th>Law Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (12–17 credit hours)</td>
<td>$23,634</td>
</tr>
<tr>
<td>(Above 17 hours, $1,750 per additional credit hour)</td>
<td></td>
</tr>
<tr>
<td>Part-time (per credit hour)</td>
<td>$1,750</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Nondegree Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course level 100–400 (per credit hour)</td>
<td>$1,337</td>
</tr>
<tr>
<td>Course level 500 and above (per credit hour)</td>
<td>$1,440</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-Campus Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(per credit hour)</td>
<td>$1,213</td>
</tr>
</tbody>
</table>

| Note: Auditors pay the same charges as students enrolled for credit and are subject to all applicable special fees. |  |

Non-AU Study Abroad Fee

For all American University undergraduate students participating in non-AU study abroad programs via a Permit to Study Abroad.

| Fall or spring (per semester) | $2,000 |
| Summer | $1,000 |

Housing

Housing charges are per semester. All housing rates are inclusive of the $18 per person per semester Resident Hall Programming Fee.

<table>
<thead>
<tr>
<th>Anderson, Clark, Hughes, Leonard, Letts, McDowell, and Roper Halls</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$5,991</td>
</tr>
<tr>
<td>Double</td>
<td>$4,733</td>
</tr>
<tr>
<td>Triple</td>
<td>$3,498</td>
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</table>

<table>
<thead>
<tr>
<th>Cassell and Nebraska Halls</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$6,228</td>
</tr>
<tr>
<td>Double</td>
<td>$5,157</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Centennial Hall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$6,228</td>
</tr>
<tr>
<td>Double</td>
<td>$4,969</td>
</tr>
</tbody>
</table>

Meal Plans

Meal plan charges are by contract per semester.

| Super Plan | (plus $200 in Eagle Bucks, $200 in Dining Dollars) | $2,958 |
| 200 Block Plan | (plus $200 in Eagle Bucks, $200 in Dining Dollars) | $2,575 |
| 175 Block Plan | (plus $200 in Eagle Bucks, $200 in Dining Dollars) | $2,490 |
| 150 Block Plan | (plus $200 in Eagle Bucks, $200 in Dining Dollars) | $2,357 |
| 100 Block Plan | (plus $200 in Eagle Bucks, $200 in Dining Dollars) | $1,751 |
| 75 Block Plan | (plus $200 in Eagle Bucks, $200 in Dining Dollars) | $1,474 |

All first and second-year resident students are required to be enrolled in a meal plan. Freshmen and first-year transfer students are required to be enrolled in at least the 150 Block Plan, but can also enroll in the 175 Block, 200 Block or Super meal plans. Second-year students are free to choose from any offered meal plan.

Students can select a meal plan on their myau.american.edu portal through July 6. After July 6, students can enroll or change their meal plan at the Housing and Dining Programs office located on the first floor of Anderson Hall. New incoming students who do not select a meal plan will be automatically enrolled in the 150 block meal plan.

For more information please contact Housing and Dining Programs at 202-885-3370 or go to: www.american.edu/ocl/housing/housingrates.cfm.
Fees

*Note:* The following fees are not included in tuition rates and are nonrefundable.

Additional course and laboratory fees are also nonrefundable and are listed in the Schedule of Classes at: www.american.edu/provost/registrar/schedule/index.cfm

**Registration**
- Late Registration (effective the first day of the term) .................................................. $100
- Sports Center Fee (mandatory for all students)
  - Full-time (per semester) ........................................ $65
  - Part-time (per semester) ...................................... $30
- Technology Fee (mandatory for all students)
  - Full-time (per semester) ........................................ $120
  - Part-time (per semester) ...................................... $40

**Faculty/Staff Registration**
For employees of the university or their spouses or domestic partners registering under the tuition remission benefit. (per semester) .......................................................... $50

**Alumni Audit Program Registration**
(undergraduate and law students, fewer than 12 credit hours; graduate students, fewer than 9 credit hours; proof of part-time enrollment must be provided)
- (per semester) .................................................. $100
- Alumni audit late registration .................................. $10

**Student Accounts**
American Installment Plan (AIP)
- Program Fee (per year) .......................................... $60
- Late fee for Installment Plan payments (per month) .......... $40

All other late student account payments are based on account balance. Please see Late Payment and Financial Restrictions.

- Registration Reinstatement Fee ................................ $100
- Returned Check Fee ............................................ $25

For all paper check and online eCheck payments not honored by the bank.

**Health Insurance**
- (per year) ......................................................... $1,675
- Spring/Summer .................................................. $1,030
- Summer only ..................................................... $410

*Note:* For updated rates, please refer to the Student Health Center website: www.american.edu/ocl/healthcenter/About-Student-HealthInsurance-Plan.cfm

**Parking (per year)**
- Student Commuter .............................................. $1,013
- Part-time Student Commuter .................................. $387
- Resident Student ................................................. $1,013
- Student Motorcycle ............................................... $387
- Faculty/Staff ...................................................... $1,512
- Part-time Staff .................................................... $769
- Staff Motorcycle ................................................... $504
- Daily (or $2.00/hour) ........................................... $16

**Graduate Students**
- Graduate Student Association (mandatory for all full-time and part-time graduate students each semester)
  - Full-time and part-time students (per semester) ........ $30
- Maintaining Matriculation (per semester) ................... $1,440
- SIS Program Fee (SIS master’s students)
  - Full-time (9 or more credit hours)
    - (per semester) ................................................ $750
  - Part-time (6–8 credits)
    - (per semester) .............................................. $500
  - Dual degree (SIS/CAS) (per semester)
    - Full-time (9 or more credit hours) .................... $375
    - Part-time (6–8 credits hours) ......................... $250
- Master’s and Doctoral Comprehensive Examination
  - Application Fee (if in absentia) ............................ $100
- Microfilming of Master’s Thesis or Case Study ............. $45
- Microfilming of Doctoral Dissertation ....................... $55
- Student ID Card Replacement ................................. $20
- Diploma Replacement
  - Domestic order ................................................ $50
  - Domestic order (rush) ....................................... $75
  - International order .......................................... $100
  - International order (rush) ................................. $150

**Transcripts** .................................................. no charge

Application fees vary by school; refer to individual school (CAS, KSB, SOC, SIS, SPA, WCL) website for fee amount and application information.

**Undergraduate Students**
- Student Confederation (mandatory for all undergraduate degree students each semester)
  - Full-time students (per semester) ......................... $73.50
  - Part-time students (per semester) ......................... $15
- Student ID Card Replacement ................................. $20
- Diploma Replacement
  - Domestic order ................................................ $50
  - Domestic order (rush) ....................................... $75
  - International order .......................................... $100
  - International order (rush) ................................. $150

**Transcripts** .................................................. no charge

- AEL (Assessment of Experiential Learning) Program
  - Portfolio Assessment .......................................... $250
- Posting Portfolio Credit on Academic Record
  - (per credit hour/ maximum of 30 credits) ............... $20
- Undergraduate Application/Readmission ..................... $70

**Law Students**
- General Fee (per semester)
  - Full-time ...................................................... $255
  - Part-time ...................................................... $186
  - Summer ....................................................... $41
- JD Application .................................................. $70
- LLM Application ............................................... $55
- Readmission ..................................................... $70
- Admission Testing Fee ........................................ $5
Payment of Charges

Online Payment
Payments can be made online by eChecks (using a checking or savings account) and by credit cards (using Visa, MasterCard or Discover). Credit Card Convenience Fee Disclosure Statement: A non-refundable convenience fee (2.55% of the charge amount) will be charged to your credit card account when making credit card payments applied to your student account bill. Convenience Fees are not charged for enrollment deposits (tuition deposits and housing deposits).

Online Payments are made through your student portal (myAU.american.edu). Under “Personalized Links” select “Finances,” then select “Eagle Finance.” Proceed to the “Make A Payment Page” to make your payment.

Payment by Mail
Payments by check may be sent to the address below. Please write your student AU ID number and name on your check. To make a payment by check or money order may also be made in person at AU Central, Asbury 201, Monday through Friday, 10:00 am to 5:00 pm.
Other correspondence/inquiries (not payments) should be sent to:
aucentral@american.edu
or
American University
Student Accounts
PO Box 17539
Baltimore, MD 21297-1539

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Priority Registration/Direct Registration
Students registering during priority registration with billing for the semester must pay the balance due on or before the particular semester due date (fall–by August 1; spring–by December 14; and summer–by May 1).

Priority Registration/Direct Registration
Students registering after the advance registration period (direct registration) must pay the balance due, less expected financial aid, on the day they register.

American Installment Plan (AIP)
The American Installment Plan (AIP) is available to all full-time students. For more information, please go to www.american.edu/finance/studentaccounts/AIP.cfm.

The American Guaranteed Tuition Single Payment Plan [Ameriplan Contractual Agreement]
Available to incoming freshmen who do not receive any financial aid, this plan allows students to stabilize tuition expenses by prepaying four years’ tuition at the entering academic year rate. For more information contact the Associate Director of Student Accounts at 202-885-3559.

Late Payment and Financial Restrictions
A finance charge will be assessed against a student’s account for failure to meet the initial payment due date. The university will use a rate of 1 percent per month to compute the finance charge.

Late payments will result in a financial restriction being placed on the student’s account. The financial restriction places a “hold” being placed on the student’s academic records, including transcripts and diplomas, and results in denial of priority registration and use of the payment plan or other credit privileges. Students who incur financial obligations in the parking and traffic office, library, health center, or athletic department may be subject to late payment fees and financial restriction procedures. Students who fail to pay tuition or fees will be responsible for all costs of collection, including attorney’s fees in the amount of 15 percent of the balance due.

Employer or Agency Tuition Assistance
A student requesting employer or agency billing arrangements must furnish Student Accounts with a valid contract or purchase order before the first day of classes.
A contract or purchase order must contain the following information: (1) student name and ID number, (2) term of attendance, (3) specific costs (and dollar amounts) to be paid by the sponsor (tuition, books, supplies, fees), (4) sponsor’s billing address, and (5) contract or purchase order number or accounting appropriation, if applicable. Documentation submitted in lieu of a valid purchase order will not relieve a student of financial responsibility.
In case of partial assistance, the student is required to pay the balance of his or her tuition costs at the time of registration in order to be considered registered. A student portion which qualifies for one of the university payment plans is to be paid according to that plan. Failure to comply will result in the assessment of a 1 percent per month finance charge. (See Late Payment and Financial Restrictions, above.)
A student entitled to Campus Store credit may obtain a book voucher form from Student Accounts. Purchases are permitted through the end of the Add/Drop period.
Failure to submit vouchers in a timely manner may result in the assessment of late fees. A student is responsible for payment of any billed amounts which have been disallowed by his or her sponsor.

Employee Remitted Tuition Benefits
Only full-time permanent faculty or staff employees of American University are eligible for tuition benefits. There is a nonrefundable $50 registration fee each semester, in addition to any special course fees, and mandatory sport, technology, and activity fees. Late registration fees are not applicable to faculty and staff using employee tuition benefits.
The Tuition Remission Application is available online at the student portal (myau.american.edu). For more information, contact Human Resources at 202-885-2591.
Refunds and Cancellation of Charges

Course Drops

Students who reduce their course load (except for full-time undergraduates maintaining 12 credit hours or more) by dropping courses during the refund period of the semester will have the course tuition cancellation calculated as of the date of the course drop. The student's account must show a credit balance before a refund will be processed.

MBA modules and all other courses on nonstandard schedules have refund policies, percentages, and dates based on the university formula. Students should check with the appropriate office for specific guidelines.

Discontinuing attendance from class or notifying an instructor does not constitute an official course drop. Without an official course drop, students still will be responsible for all tuition and related fees.

Tuition Cancellation Schedule

When students withdraw from courses with a standard face to face schedule during a regular semester (fall/spring), refunds are based on the published dates in the Academic Calendar. The cancellation percentage is based on the date of the course drop or withdrawal:

- 100 percent tuition refund for course drop/withdrawal through the second calendar week of classes
- 50 percent tuition refund for course drop/withdrawal through the third calendar week of classes
- 25 percent tuition refund for course drop/withdrawal through the fourth calendar week of classes
- No refund for course drop/withdrawal after the fourth calendar week of classes

Refunds for face to face courses for summer sessions and courses with non-standard meeting times are calculated proportionately, based on the percentage of the course meeting times completed.

Online course refunds are calculated proportionately using percentage of days elapsed from the first day of class until the last day of class.

- If an online course falls within the regular term, the published dates and refund percentages in the Academic Calendar (100 percent through the second week, 50 percent through the third week, and 25 percent through the fourth week) for the regular term are used.
- If an online course has non-standard beginning and end dates, the 100 percent, 50 percent, and 25 percent refunds are based on the percentage of days elapsed from the first day of the course until the last day of the course.

Note: The calendar week for cancellation of tuition ends on Friday (adjustments are made for legal holidays that fall within the first four weeks of the semester). Students should check the Academic Calendar for specific dates for each semester.

Housing

Requests for cancellation of room charges must be initiated by the student in writing to Housing and Dining Programs by the withdrawal deadlines. The student must then request any applicable refund through Student Accounts. The cancellation percentage is based on the date of withdrawal:

- 75 percent for withdrawal in the first calendar week of the semester
- 50 percent for withdrawal in the second calendar week of the semester
- 25 percent for withdrawal in the third calendar week of the semester
- No refund for withdrawal after the 3rd calendar week of the semester

More information regarding policies and procedures for campus housing may be obtained from the Housing and Dining website (www.american.edu/ocl/housing/).

Note: Academic dismissal will result in a prorated charge for the weeks the student resided in university housing.

Meal Plan

Students will only be permitted to decrease or drop their meal plan during the first 15 days of the semester. Meal plan adjustments are made on a daily prorated basis, not by the number of meals used. Requests for meal plan cancellations must be initiated by the student through Housing and Dining Programs. Students then may request any applicable refund through Student Accounts. Meal plan increases or sign-ups may be done at any time during the semester through Housing and Dining Programs.

More information regarding policies and procedures for campus dining may be obtained from the Housing and Dining website (www.american.edu/ocl/housing/).

Federal (Title IV) Financial Aid Recipients Return of Title IV Funds Policy

For information regarding the Title IV Funds Policy, see Undergraduate Financial Aid or Graduate Financial Aid below, or visit the Financial Aid Policies website at: www.american.edu/financialaid/withdrawals.cfm.

Medical Withdrawal Policy

No special waiver or refund of tuition and fees is made when a student discontinues attending classes due to medical reasons. However, when a student is hospitalized on an emergency basis and is therefore unable to formally withdraw from classes, the Associate Dean may contact the Registrar and request a retroactive withdrawal based on the last date that the student attended class. The student must file with the Dean of Students evidence of his or her hospitalization and the date of last attendance in class as documented by the instructor. Provided that the retroactive withdrawal date falls within the tuition cancellation period, and the evidence is received within the same semester, the student's account will be adjusted accordingly.
Tuition Refund Insurance

The Tuition Refund Plan can minimize financial loss incurred in a medical withdrawal from the university. This elective insurance plan provides coverage for tuition and housing charges. The plan extends and enhances the university's published refund policy. To participate, applications and fees must be returned before the first day of fall semester classes. The plan is coordinated through the Student Health Center. For more information, go to: www.american.edu/ocl/healthcenter/Tuition-Refund-Plan.cfm.

Undergraduate Financial Aid

American University awards financial aid to students based on a combination of demonstrated financial need, academic achievement, and the availability of funds. Once a student is admitted to American University, the Financial Aid office will determine need and develop a financial aid award that includes funds from the programs for which the student qualifies. In addition to awarding funds from American University, the university administers federal grant, loan, and work-study programs that may be included in the award. The financial aid award may include a combination of American University scholarships, grants, federal grants, federally subsidized or unsubsidized loans and/or student employment.

To receive consideration for need-based financial aid, a student must be a United States citizen or eligible non-citizen in a degree program. New students should not wait to be admitted before filing the Free Application for Federal Student Aid (FAFSA) and the CSS Profile. A financial aid application has no bearing on a student’s admission application.

For more information contact Financial Aid at 202-885-6500 or e-mail facounselor@american.edu.

Financial Aid Options

Grants
Loans
Parent PLUS Loans
Scholarships
Scholarships for International Students
Private Scholarships
ROTC
Work-Study and Part-Time Employment

Undergraduate Deadlines

The FAFSA must be filed with the federal processor and the CSS/Financial Aid Profile must be submitted to the College Board by:

- **Early Decision Freshmen**
  - Profile: November 15
  - FAFSA: February 15

- **Regular Decision Freshmen**
  - February 15

- **Transfer Students**
  - March 1

- **Current AU Students**
  - May 1

Satisfactory Academic Progress

Recipients of federal (Title IV) or institutional funds must maintain satisfactory academic progress toward their degree objective to remain eligible for financial assistance.

**Minimum Standards**

- Full-time undergraduate financial aid recipients must maintain at least a 2.00 cumulative grade point average, complete 24 credit hours per academic year (fall/spring), and complete four-fifths (80 percent) of all attempted credit hours.
- Part-time undergraduate financial aid recipients must maintain at least a 2.00 cumulative grade point average and complete four-fifths (80 percent) of all attempted credit hours.
- All students must complete their academic program within 150 percent of the normal time limit of that academic program as defined in the Academic Regulations.
- Merit-based scholarship recipients may have different standards than those listed above. Please refer to the original award notification regarding merit award eligibility criteria.

Special Considerations

The following alternative grading options do not count toward the grade point average but do have an impact on students’ satisfactory academic progress:

- Withdrawals (W), Administrative Withdrawals from Audits (ZL), Audits (L), and Fails on Pass/Fail option (FZ) count as credits attempted but not earned, and have no impact on the grade point average.
- Incompletes (I) and Unreported Grades (N) count as credits attempted but not completed.
- Administrative Failures (ZX or FX) count as credits attempted but not earned, and are factored as a grade of F.
- Pass (P) counts as credits attempted and earned, but has no impact on the grade point average.
- In Progress (IP) courses are excluded from the calculation in the initial academic progress evaluation. An IP grade may not stand as a permanent grade and must be resolved before a degree can be awarded.
Frequency of Monitoring

The Financial Aid Office monitors the Satisfactory Academic Progress (SAP) of each aid recipient annually. This audit occurs in late May upon the submission of spring grades. Financial Aid will notify in writing students who are not making satisfactory progress.

Academic Appeals

All questions regarding the factual substance of academic records and all requests for changes to those records must be made to the academic departments. Financial Aid has no authority to alter the academic record of a student.

Re-Establishing Financial Aid Eligibility

For a student who has failed to maintain satisfactory academic progress, eligibility for financial aid funds may be re-established by the following means: the changing of a grade, the completion of incomplete or in progress course(s), or the reporting of a missing grade. Please note that funds are not set aside for students in these circumstances. Even if the appeal is granted, funds may not be available at that time.

Financial Aid Appeals

Students failing to meet SAP standards due to extenuating circumstances that precluded them from successfully completing their coursework may submit an appeal in writing to the Financial Aid Office. Priority consideration will be granted to students who submit an appeal by the deadline stated on the SAP notification. The request should include a comprehensive description of the circumstances, supporting documentation, and a plan of study with the student's anticipated enrollment for the upcoming academic year. The Appeals Committee will review the appeal, make a recommendation, and send a letter of response to the student.

Refund and Repayment Policy

For American University’s refund policies regarding tuition, housing, and meal plan charges, see Refunds and Cancellation of Charges.

The American University refund policy does not apply to first-time American University students. A “first-time student” is defined in Federal regulations as any student who has not attended at least one class at American University, or who received a full refund for previous attendance at American University.

Federal (Title IV) Financial Aid Recipients Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a temporary leave prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

\[
\text{Funds to be returned} = (100\% \text{ of the aid that could be disbursed minus the percentage of earned aid}) \times \text{the total amount of aid that could have been disbursed during the payment period or term.}
\]

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS Loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Federal TEACH Grants
- Other assistance under Title IV for which a return of funds is required (e.g., LEAP)
Scholarships

Undergraduate University Scholarships

The Admissions Committee makes all merit-based scholarship decisions and notifies students at the time of admission to AU. Merit awards range from $3,000 to full tuition per year. Scholarships awarded to selected applicants include but are not limited to:

- Presidential Scholarship
- Dean’s Scholarship
- Leadership Scholarship
- National Achievement, National Merit, and National Hispanic Scholarships
  Awarded to freshman applicants who were named National Achievement and National Merit finalists and National Hispanic semi-finalists; who have designated American University as their first-choice college with the National Merit Scholarship Corporation by February 1 of their senior year.
- Athletic Scholarship
  Interested students should contact the coach of the sport in which they excel.
- United Methodist Scholarship
  For the children of active, ordained Methodist ministers.

Private/Restricted Scholarships

The university has a limited number of scholarships that are funded annually through endowment by donors. Candidates are reviewed by Financial Aid for eligibility for these scholarships and no separate application is required.

Grants

Grants are need-based awards that do not have to be repaid and may originate from American University, the federal government, or state governments.

American University Programs

AU grants are offered to eligible admitted students who demonstrate financial need, and may be offered in addition to an AU scholarship.

Federal Programs

Federal Pell Grant Program

This grant is offered to students demonstrating exceptional financial need. Awards range from approximately $400 to $5,500 per year.

Federal Supplemental Educational Opportunity Grants (FSEOG)

This grant is offered to students demonstrating exceptional financial need. Awards depend on need and the availability of funds.

State Programs

Many states administer grant programs which residents may apply for and receive while attending American University. Students should check with guidance counselors and state grant agencies regarding up-to-date application procedures and eligibility factors.

Loans

Federal Loan Programs

Federal Direct Stafford Loan

This loan is guaranteed by the federal government. There are two types of Stafford Loans: Subsidized Federal Loans are for eligible students who have demonstrated financial need; students who do not have demonstrated need are eligible for an Unsubsidized Federal Loan. Repayment for both begins six months after graduation or when the student drops below half-time enrollment status in any semester. No interest is charged on Subsidized Federal Loans while the student is enrolled at least half-time status in college, interest does accrue on Unsubsidized Federal Loans. Dependent undergraduate students may borrow up to $5,500 for the first year of study; $6,500 for the second year; and $7,500 per academic year upon completion of 60 credits.

Federal Perkins Loan

This loan is funded through American University and the federal government. Federal regulations require that this loan be given to students with exceptional need. Awards vary depending on need and availability and repayment begins nine months after graduation.

Parent Loan for Undergraduate Students (PLUS)

This federal loan program is available to the parents of dependent undergraduate students to assist them in meeting educational expenses. Repayment begins within 60 days of disbursement, however, deferment is available.

Federal Work-Study Program

This program for students with financial need provides the opportunity to work part-time and use earnings toward educational expenses. Students participating in the program will receive bi-weekly pay for hours worked.

Tuition Exchange

American University participates in the Tuition Exchange Program, a competitive merit-based program available to faculty and staff members. Students whose parents are employed by one of the participating institutions may be eligible for a Tuition Exchange Scholarship.

Tuition Remission

Full-time faculty and staff members and their spouses or domestic partners are eligible for tuition benefits. There is a $50 registration fee (nonrefundable) per semester.
Graduate Financial Aid

The university offers graduate students a variety of ways to finance their education while in attendance at American University, including:

- Federal Direct Stafford Loan
- Federal Direct Graduate PLUS Loans
- Federal Work Study
- Federal TEACH Grant
- American Installment Plans

For more information contact Financial Aid at 202-885-6500 or e-mail facounselor@american.edu.

Graduate Deadlines

Students should contact the graduate admission office in the school or college to which they are applying to find out the application deadline to be considered for merit awards such as fellowships, assistantships, and study grants.

Satisfactory Academic Progress

Recipients of federal (Title IV) or institutional funds must maintain satisfactory academic progress toward their degree objective to remain eligible for financial assistance.

Minimum Standards

- Graduate financial aid recipients must maintain at least a 3.0 cumulative grade point average and complete two-thirds (66.67 percent) of all attempted credit hours.
- All students must complete their academic program within the maximum timeframe of that academic program as defined in the Academic Regulations.
- Merit-based scholarship recipients may have different standards than those listed above. Please refer to the original award notification regarding merit award eligibility criteria.

Special Considerations

The following alternative grading options do not count toward the grade point average but do have an impact on students’ satisfactory academic progress:

- Withdrawals (W), Administrative Withdrawals (ZL), Audits (L), and Fails on Pass/Fail option (FZ) count as credits attempted but not earned, and have no impact on the grade point average.
- Incompletes (I) and Unreported Grades (N) count as attempted credits but not completed.
- Administrative Failures (ZX or FX) count as credits attempted but not earned, and are factored as a grade of F.
- Pass (P) counts as credits attempted and earned, but has no impact on the grade point average.
- In Progress (IP) courses are excluded from the calculation in the initial academic progress evaluation. An IP grade may not stand as a permanent grade and must be resolved before a degree can be awarded.

Frequency of Monitoring

Each student’s academic progress is measured once yearly in June, after spring grades are posted. Financial Aid will notify in writing students who are not making satisfactory progress.

Academic Appeals

All questions regarding the factual substance of academic records and all requests for changes to those records must be made to the academic departments. Financial Aid has no authority to alter the academic record of a student.

Re-Establishing Financial Aid Eligibility

For a student who has failed to maintain satisfactory academic progress, eligibility for financial aid funds may be re-established by the following means: the changing of a grade; the completion of incomplete or in progress course(s), or the reporting of a missing grade. For students failing SAP due to the maximum timeframe provision, a copy of the approved extension of candidacy from the academic division may be used to re-establish eligibility. Please note that funds are not set aside for students in these circumstances, even if the appeal is granted, funds may not be available at that time.

Financial Aid Appeals

Students failing to meet SAP standards due to extenuating circumstances that precluded them from successfully completing their coursework may submit an appeal in writing to the Financial Aid Office. Priority consideration will be granted to students who submit an appeal by the deadline stated on the SAP notification. The request should include a comprehensive description of the circumstances, supporting documentation, and a plan of study with the student's anticipated enrollment for the upcoming academic year. The Appeals Committee will review the appeal, make a recommendation, and send a letter of response to the student.

Refund and Repayment Policy

For American University’s refund policies regarding tuition, housing, and meal plan charges, see Refunds and Cancellation of Charges.

The American University refund policy does not apply to first-time American University students. A “first-time student” is defined in Federal regulations as any student who has not attended at least one class at American University, or who received a full refund for previous attendance at American University.
Federal (Title IV) Financial Aid Recipients Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a temporary leave prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

\[
\text{Amount to be returned} = \left(100 - \frac{\text{days completed}}{\text{days in payment period}}\right) \times \text{aid disbursed}
\]

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

\[
\text{Aid to be returned} = (100 \% - \text{percentage of earned aid}) \times \text{aid disbursed}
\]

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the withdrawal.

Federal loans must be re-paid. Repayment will begin six months after graduation or after dropping below half-time status. Federal interest rates are established annually but will not exceed 8.25% on federal student loans. Please contact Financial Aid for current interest rates.

Those students who need more than $20,500 over two semesters may elect to cover any remaining educational expenses through the Federal Graduate PLUS loan program.

American University Programs

Graduate Merit-Based Awards

American University is committed to quality graduate education that is responsive to the needs of students, disciplines, the university, and the larger community. Our goals are to provide a high quality educational experience for our students and to offer graduate support that assists students in completing their programs of study. To this end the university has set priorities for the allocation and awarding of graduate assistantships and fellowships as shown below.

Recipients of all awards (except Dissertation Fellowships) must be full-time degree students. Specifically, this requires that a recipient be registered for a minimum of 9 credit hours during each semester of the academic year. Award recipients must maintain full-time status in order to continue to receive their award during the academic year. Awards are intended to assist graduate students to pursue full-time education.

The university has established the following awards to assist graduate students:

**Graduate Fellowships** are merit-based awards that the university offers in order to attract the most outstanding students in the discipline. These awards are given to new graduate degree students and normally provide the recipient up to 24 hours of tuition remission in degree-related courses in a given academic year and may also provide a stipend. The tuition remission should be used during the academic year but may with the permission of the teaching unit head be used during the summer session.

**Special Opportunity Awards** for minority students—American Indians, African Americans, Asian/Pacific Islander Americans, Alaskan Native Americans, or Hispanic Americans—provide tuition remission from 6 to 24 hours of degree-related courses in a given academic year. The tuition remission should be used during the academic year but may with the permission of the teaching unit head be used during the summer session.

**Federal Loans**

Graduate students who qualify for federal Stafford loans may borrow up to $20,500 every two semesters. All federal loan programs require the FAFSA be filed before eligibility can be determined. To be eligible for federal need and non-need based loans, graduate students must be:

- a US citizen or permanent resident
- enrolled in an eligible degree-granting academic program
- enrolled at least half-time each semester (5 credits fall/spring; 2 credits summer)

Federal loans must be re-paid. Repayment will begin six months after graduation or after dropping below half-time status. Federal interest rates are established annually but will not exceed 8.25% on federal student loans. Please contact Financial Aid for current interest rates.

Those students who need more than $20,500 over two semesters may elect to cover any remaining educational expenses through the Federal Graduate PLUS loan program.
Hall of Nations Awards are made by the deans of CAS, KSB, SOC, SIS, or SPA, as appropriate, with the approval of the Dean of Academic Affairs. These awards, which are for tuition remission only, are given to international students who do not have permanent residence status or US citizenship.

Dissertation Fellowships are awards that provide recipients with a stipend and up to 18 hours of tuition remission in one academic year for dissertation seminar credits only. These awards are limited to students who have completed all doctoral course work and comprehensive examinations and who have an approved dissertation proposal at the time of application. Dissertation fellows are selected by the deans of CAS, SIS, or SPA, as appropriate, with the approval of the Dean of Academic Affairs.

Designated Awards
A description of other designated awards, such as United Methodist Awards and Massey Awards and their eligibility requirements is distributed annually by the Dean of Academic Affairs.

Veterans’ Benefits
American University’s degree programs are approved for enrollment of veterans (and eligible dependents of deceased or disabled veterans) for educational benefits under the various federal laws relating to veterans. While every effort has been made to provide accurate and complete information, changes in federal regulations and university policy may occur at any time without notice. The following should be considered informational and not binding on the university.

New Students
Veterans entering American University must file a Veterans Application for VA Educational Benefits (22-1990) with a certified copy of DD-214 through AU Central. Service men and women wishing to receive Veterans Administration (VA) benefits for the first time must present the Serviceman’s Application for VA Educational Benefits (22-1990), signed by the Education Office and the Commanding Officer. Enrollment Certification (22-1999) is sent to the VA by AU Central to initiate benefits for the enrollment period.

Transfer students who have received VA educational benefits at another institution and wish to receive VA benefits for the first time at American University should file a Request for Change of Program or Place of Training (22-1995) through AU Central. This form will be sent to the VA with the Enrollment Certification (22-1999) completed by the university.

Continuing Students
Continuing students must file the American University VA claim form for educational benefits each semester with AU Central. All changes in registration (adds, drops, and withdrawals) must be reported to AU Central.

Payment and Financial Responsibility
With the exception of disabled veterans who are training under Vocational Rehabilitation, all beneficiaries of VA educational benefits are personally responsible for the payment of their bills to the university. VA checks for educational benefits are sent directly to the address designated on the American University VA claim form. Eligible students (chapter 30 persons only) who wish to receive advance payment must file an advance payment request form. Students who are granted advance payment pick up only the first check from AU Central. Thereafter, checks are sent directly to the address on file with the VA.

VA benefits are awarded on the basis of the expected completion of a certain number of credits each semester as stated on the Certification form. The VA interprets “completion of credits” differently from the university. Completion of credits is defined by the VA as grades of A, B, C, D, F, P, or FZ. However, veterans who drop below the anticipated number of credits by receiving a W (withdrawals), L (audit), or N (no grade reported) will be in overpayment status according to the VA. Benefits will be reduced for future periods of enrollment or, should no further enrollment occur, students will have to refund money directly to the VA.

The VA directs the university to notify them of a change in status for students during or immediately after the end of the month in which the change occurs. Under mitigating circumstances, exceptions to the above policies may be made through the Veterans Administration Regional Office.

Forms and information are available from AU Central, Asbury 201, 202-885-8000.
University Regulations and Policies

Academic Integrity Code

Academic integrity stands at the heart of intellectual life. The academic community is bound by a fundamental trust that professors and students alike undertake and present their work honestly. As a community of the mind, we respect the work of others, paying our intellectual debts as we craft our own work.

The Academic Integrity Code ("Code") for American University defines honorable conduct, outlines attendant rights and responsibilities, and describes procedures for handling allegations of academic misconduct. Violating standards of academic conduct is a serious matter subject to discipline. Most charges of Code violations are brought by the university faculty to the Academic Integrity Code Administrator of the major teaching unit (School or College) in which the course is taught.

Violations adjudicated under the Code include the following: plagiarism; inappropriate collaboration; dishonesty in examinations (in-class or take-home); dishonesty in papers; work done for one course and submitted to another; fabrication of data; interference with other students' or scholars' work; bribes, favors, and threats; and other academic misconduct. Violations of the Code will be treated seriously, with special attention to repeat offenders. Sanctions for Code violations may include failure for the course, a notation on the student's permanent record, suspension and dismissal, as well as other lesser sanctions. Freshman Forgiveness does not apply to Code violations.

By enrolling at American University and then each semester when registering for classes, students acknowledge their commitment to the Code. As members of the academic community, students must become familiar with their rights and their responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, examinations of whatever kind, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Students are responsible for learning the conventions of documentation and acknowledgment of sources. American University expects students to complete all examinations, tests, papers, creative projects, and assignments of any kind according to the highest ethical standards, as set forth either explicitly or implicitly in this Code or by the direction of instructors.

The Academic Integrity Code may be found at: www.american.edu/academics/integrity/

Student Academic Grievance Policy

In the course of academic life, a student may come into disagreement with a faculty member or with the policies and actions of an academic unit as they affect the student's progress toward completion of a course or degree. In cases of complaint or disagreement over academic matters not resolved by consultation among the parties, the university provides the student the right to initiate a grievance procedure.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Evaluation of students and the awarding of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as personality, physical disability, age, race, gender, sexual orientation, religion, national origin, degree of political activism, or personal beliefs.

Judgement regarding standards of evaluation for a student's academic performance is a faculty responsibility and is not grievable. Normally, only questions relating to whether a faculty member complied with the stated requirements of the course and applied standards of evaluation fairly and equitably are potentially grievable. Cases involving complaints about grades will be considered only when there is clear evidence that casts significant doubt on the objectivity of the grading process or indicates that the faculty member failed to comply with the stated requirements of the course.

The Student Academic Grievance Policy may be found through the "Policies & Procedures" portion of the Office of the Provost website at: www.american.edu/provost/.
Student Records

A student's academic record begins in the Admissions Office, which assembles and maintains the application and supporting documents and the record of admission actions. Once a student enrolls in courses, the academic history is maintained by the Office of the University Registrar. Normally the only record maintained for nondegree students who are citizens of the United States are the record of their registration(s) and their academic performance. A full record is kept for each international nondegree student.

The purpose of the official student record is to document the student's academic career and to provide a repository of information which can be useful to advisors. All relevant materials are maintained until the student has received the degree or has left the university. Periodically, the basic materials in files are microfilmed and only the microfilmed copy and the electronic permanent record, on which the summary of the total record is entered, are retained.

Information needed for the continuing evaluation of the progress of a student, grades earned, and the like are made available to the dean by the University Registrar. The various colleges, schools, and departments also develop files to aid in the counseling and appraisal of their own students. Such files are not, however, to be considered official. Important decisions relating to a student's academic career should always be based on the information maintained by the Office of the University Registrar.

The alteration or misuse of official student records, or attempt to alter or misuse them, under any circumstances or for any purpose, will result in the peremptory permanent dismissal of any student or employee of the university involved and the institution of such legal proceedings as may be appropriate.

Confidentiality and FERPA

The following explains the university's policy for complying with the Family Educational Rights and Privacy Act of 1974 ("FERPA" or "Act"). Students at American University have the following rights regarding their education records: 1) to have access to their education records, 2) to consent to release a record to a third party, 3) to request nondisclosure of directory information, 4) to seek amendment of information in an education record which the student demonstrates is inaccurate, 5) to be notified of their privacy rights, and 6) to file complaints with the Family Policy Compliance Office of the US Department of Education concerning alleged failures by American University to comply with the Act.

For purposes of this policy, the term "student" means any individual who is attending or has attended American University and for whom the university maintains education records. The term "education records" or "student education records" means, with certain exceptions, any records 1) that are directly related to a student and 2) maintained by the university or its agents. Student education records are confidential and may only be released with consent of the student or as otherwise permitted by law.

The university does not maintain education records in one central office. Education records are maintained in the various departments, schools, or colleges. A student should contact the Office of the University Registrar, or, for law students, the Washington College of Law (WCL) Registrar, for guidance in determining which unit(s) a student should contact about an education record.

Examples of academic and non-academic student education records include without limitation:

- Academic Records: Permanent record of academic performance (e.g., transcript, including supporting documents) maintained by the Office of the University Registrar, the WCL Registrar, academic advisor, dean's office, and Provost's Office; files of academic progress maintained by the individual school/college academic office and Provost's Office; admission files of students; Career Center files.
- Non-Academic Records: Files related to Financial Aid, Housing and Dining Programs, International Student and Scholar Services, Student Accounts, and the Library; student discipline files; employment files of students who are employed because of their student status (e.g. work-study, graduate assistantship/fellowship).

Only information directly relevant to the educational processes of the university or which is voluntarily offered by the student and accepted from the student shall be included in student education records.

Specifically excluded from such student education records are:

- Medical and mental health information which is created, maintained, or used by a physician, psychiatrist, psychologist, or other recognized professional in connection with treatment of the student and disclosed only to individuals providing the treatment. Such records are strictly confidential and not accessible except as provided by applicable laws;
- Sole possession records or private notes maintained by individual faculty and instructional, supervisory, or administrative personnel for their own use and which are not accessible or released to anyone except a substitute;
- Records created and maintained by Public Safety solely for law enforcement purposes;
- Employment records of students which are made and maintained in the normal course of business, relate exclusively to their employment, and are not available for use for any other purpose;
- Alumni records which contain only information about former students after they are no longer students at the university.
Student Access to Student Education Records

Each student may inspect his or her education record, subject to reasonable time, place, and manner restrictions. A student must submit a written request to review an education record. The request will be granted as soon as possible, but no later than forty-five (45) days from the date of the receipt of the request. At the time of inspection, the student must present identification and must inspect the records in the presence of a designated university official. In lieu of inspection and at the request of the student, the university may provide a copy of the requested education record. The student may be charged for the actual costs of copying the records. The university reserves the right to deny requests for copies of records if there is an administrative restriction on the individual's student account (e.g. financial obligation, disciplinary stop).

Student may not access the following education records:

- Financial information submitted by parents;
- Confidential letters of recommendation for which a student has waived the right of access provided that the recommendations are used only for their intended purpose (i.e. admission, employment, or consideration for any honor). However, the student may know the names of all people making recommendations; and
- Confidential letters of recommendation placed in a record before January 1, 1975, if the letters were used only for the intended purpose.

Disclosures of Student Education Records

At its discretion, the university may release directory information unless the student has filed a request for nondisclosure of directory information with the Office of the University Registrar or, for law students, the WCL Registrar. Prior to releasing directory information, the university official processing the request must ensure that the student has not requested nondisclosure of directory information. Directory information includes a student's name, telephone numbers, addresses, e-mail addresses, month and day of birth, dates of attendance at the university, major field of study and class, date of graduation, degrees and honors received at the university, participation in officially recognized university activities, height and weight of members of athletic teams, photographs and similar information.

At its discretion, the university may release directory information for persons requesting such information. The university, in connection with specific events such as commencements, dean's list announcements, scholarship presentations, athletic contests, or other university-related news stories, may release directory information to the news media or the public. The university may release directory information for law enforcement purposes, and will release directory information as required by law.

Students who object to the disclosure of directory information must notify in writing the Office of the University Registrar or, for law students, the WCL Registrar. Forms for this purpose are available from the Office of the University Registrar or the WCL Registrar and should be filed within thirty (30) days following the first day of classes each fall and spring semester. The request for nondisclosure may be rescinded by written notification to the Office of the University Registrar or the WCL Registrar. In addition, the Registrar will notify students at the beginning of each fall and spring semester about the option to request nondisclosure of their directory information.

University officials are determined to have legitimate educational interest if the information requested is necessary for that official to perform a task that is related to their normally assigned job functions or related to their performance of a contract with the university. A "university official" includes faculty, staff, a member of the board of trustees, third-parties acting on behalf of the university, and individuals, including students, serving on university committees. The determination as to whether a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis.

Third-Party Access to Education Records

The university may disclose student education records with the prior written consent of the student. A student may authorize access to third parties to review the student's education record by completing a written and dated authorization form which specifies the information to be released, the reasons for the release, and to whom the information is to be released.

The university may disclose information in the following circumstances without the prior written consent of the student:

- To comply with a judicial order or lawfully issued subpoena. Unless otherwise directed by the order or subpoena, the university will make a reasonable effort to notify the student in writing of the order or subpoena in advance of compliance;
- To the parents of a dependent student, as defined in the Internal Revenue Code. The parent must sign, and provide to the university, a written statement confirming that the student is a dependent; the statement must be accompanied by a copy of the parent's most current tax return which reports the student as a dependent;
- To persons or organizations providing the student financial aid, or who determine financial decisions concerning eligibility, amount, conditions, and enforcement or terms of the financial aid;
- To organizations conducting studies for educational agencies to 1) develop, validate, or administer predictive tests, 2) administer student aid programs; or 3) improve instruction. Disclosure under this paragraph shall only be made if the study is conducted in a manner that does not permit personal identification of students by individuals other than representatives of the organization and that personally identifiable data will be destroyed when no longer needed for the purpose for which it was collected;
- To authorized representatives of the Comptroller General of the United States; Secretary of Education; or state and local educational authorities to audit or evaluate a federal or state supported education programs, or for the enforcement of or compliance with legal requirements of those programs. Disclosure under this paragraph shall only be made if
information is protected in a manner that does not permit personal identification of students by individuals other than the specified officials and that personally identifiable data will be destroyed when no longer needed for the purpose for which it is collected.

- To accrediting organizations for purposes related to accreditation of the university;
- To appropriate parties in a health or safety emergency;
- To victims of crimes of violence or non-forcible sex offenses concerning the results of disciplinary proceedings about those incidents;
- To appropriate parties as permitted by the university's Parental Notification of Disciplinary Violations Involving the Use or Possession of Alcohol or a Controlled Substance; and
- To appropriate parties in other circumstances as required by law.

Education records will only be disclosed to third parties if they are advised not to disclose the information to others without the prior written consent of the student or as permitted by law.

Each university office must maintain a list of all individuals or organizations who have obtained access to a student's record. The list must indicate the legitimate interest that each person or organization has in obtaining the information. This "record of access" is part of the student's education record. A record of access is not necessary for disclosures: 1) to the student, 2) pursuant to a written authorization from a student, 3) to university officials, 4) of directory information, and 5) in response to a subpoena or court order specifying that the existence and/or contents of such documents may not be revealed.

Student's Right to Challenge Information in the Student Education Record

If a student demonstrates that the student's education record is inaccurate, misleading or otherwise in violation of the student's privacy rights, the student may request in writing that the record be changed. The request should be made directly to the custodian of the record. Any disagreement should be resolved informally, if possible and within a reasonable time period. If the request is denied, the student may file a written appeal within 30 days to the University Registrar or, for law students, the WCL Registrar. The Registrar will appoint a hearing committee to review the complaint. The committee will provide the student a full and fair opportunity to present evidence. The student may be assisted or represented by one or more individuals of the student's choice, including an attorney. After the committee completes the proceeding and makes findings, it will render a written decision and forward it to the relevant parties for implementation.

Students, dissatisfied with the results of a hearing, may place an explanatory statement in the relevant education record commenting upon the information in dispute, and/or setting forth any reason for disagreement with the institutional decision not to correct or amend the record. Such a statement will become part of the student education record.

Records Retention

After five years since the student has graduated or was last registered at the university, the university generally destroys student education records. Exceptions include but are not limited to the following: permanent records of academic performance, including supporting documents; such financial records as are necessary so long as there exists a financial obligation to the university; and disciplinary records that involve a permanent notation to the student's record.

Transcripts

Students may obtain transcripts of their academic records from the Office of the University Registrar. Transcripts will be released only on the signed request or release of the student concerned.

The university will not issue a transcript that reflects only a part of the student’s record, nor will it make copies of transcripts on file from other colleges and universities. Students with indebtedness to the university may not obtain transcripts.
## Enrollment Certification

Currently enrolled students may obtain certification of enrollment by accessing the National Student Clearinghouse (NSC) via a link on the student portal. These certifications may be used to provide proof of enrollment for loan deferments, scholarship applications, employment applications, and other purposes. They are not to be confused with official transcripts of the student's permanent academic record. Please contact AU Central if additional information is required or if you have questions.

## Grading System

### Calculated in the Grade Point Average

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Excellent)</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+ (Good)</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.67</td>
</tr>
<tr>
<td>C (Satisfactory)</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D (Poor)</td>
<td>1.00</td>
</tr>
<tr>
<td>F (Academic Fail)</td>
<td>0.00</td>
</tr>
<tr>
<td>FX (Administrative Fail in course for grade)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Academic Fail indicates the student's continued enrollment in the course and he or she did not satisfy the Instructor's summative requirements for passing the course.

Administrative Fail is assigned by the instructor in lieu of a grade of F when a student never attended or ceased attending the class, rendering an assessment of academic performance impossible. Instructors will be asked to provide the last date of attendance.

### Not Calculated in the Grade Point Average

- I ...................... Incomplete
- L ..................... Audit (no credit)
- P ..................... Pass
- W ..................... Withdrawal
- ZL ..................... Administrative Withdrawal from Audit
- FZ ..................... Academic Fail in Pass/Fail course
- ZX ..................... Administrative Fail in Pass/Fail course
- SP ..................... Satisfactory Progress (graduate only)
- UP ..................... Unsatisfactory Progress (graduate only)

### Grade Point Average

The cumulative grade point average includes only in-residence courses taken for conventional grades (A through F or FX). Courses below the 100-level or taken pass/fail are not included in the grade point average, nor are grades of Incomplete (I) or In Progress (IP).

Credit accepted for transfer from another institution is included in the total amount of credit applicable to degree requirements, but grades earned in such courses are not recorded on the permanent record at American University and are not used in computing the cumulative grade point average needed for graduation.

A student's GPA will not be rounded for purposes of evaluating satisfactory academic progress of academic standing (e.g., a cumulative or semester GPA of 1.99 will not be rounded to 2.00).

Academic units or teaching units will not accept C- or D grades in major and major-related courses, in minor courses, or toward courses that were taken to satisfy the College Writing or University Mathematics requirements. A course with a grade of C- or D may be used as an elective toward graduation requirements and the C- or D grade is calculated in the cumulative grade point average.

### Pass/Fail

For undergraduate students, the grade of P indicates a quality of performance no less than C (2.00) on a conventional grading scale. For graduate students, the grade of P indicates performance equivalent to a B (3.00) or better on a conventional grading scale. Performance below these levels is reported as FZ. Degree credit is received with the grade of P.

Graduate students may not choose the pass/fail option. However, courses that can only be taken with pass/fail grading may be included on a student's Program of Study.

Undergraduate students may select the pass/fail option for no more than four courses after admission to the university. In any given semester, students may select the pass/fail option in only one course. Only elective courses may be taken pass/fail, and thus students must take for a letter grade courses in a major, in a minor, in General Education, and in courses that are taken to satisfy the College Writing or University Mathematics require-
Incomplete Grades

At the discretion of the faculty member and before the end of the semester, the grade of I (Incomplete) may be given to a student who, because of extenuating circumstances, is unable to complete the course during a semester. The grade of Incomplete may be given only if the student is receiving a passing grade for the course work completed. Students on academic probation may not receive an Incomplete. The instructor must provide in writing to the student the conditions, which are described below, for satisfying the incomplete and must enter those same conditions when posting the grades for the course. Students are responsible for verifying that the conditions were entered correctly.

Instructors must identify in writing the conditions for satisfying the Incomplete. Those conditions must include what work needs to be completed, when the work must be completed, and what the course grade will be if students fail to complete that work, which, at the latest, must be before the end of the following semester absent an agreement to the contrary. Instructors will submit the grade of I and the aforementioned conditions to the Office of the University Registrar when submitting all other final grades for the course. If students do not meet the conditions, the Office of the University Registrar will assign the default grade automatically.

The Associate Dean of the Academic Unit, with the concurrence of the instructor, may grant an extension beyond the agreed deadline, but only in extraordinary circumstances. Incomplete courses may not be retroactively dropped. An Incomplete may not stand as a permanent grade and must be resolved before a degree can be awarded.

In Progress Grades

An In Progress (IP) is only available for designated courses and is a temporary posting that indicates the course is in progress. A faculty member may post an IP in lieu of a final grade for a course, research project, thesis, or capstone which has not been completed by the conclusion of the semester of registration and for which a final grade is not yet due. An IP grade may not stand as a permanent grade and must be resolved before a degree can be awarded.

Changes in Grades

Once reported, a grade may not be changed except to remove a grade of I (Incomplete) as stated above, or to correct a grade recorded in error. To remove a grade recorded incorrectly, the faculty member must certify in writing, with the approval of the Associate Dean, to the Office of the University Registrar that an error was made.

Judgment regarding standards of evaluation for a student's academic performance is a faculty responsibility. Therefore, students may not request a second evaluation of any work leading to the final grade for a course. Students should consult the Student Academic Grievance Policy.

Students are responsible for reporting to their instructors any errors in calculating grades on assignments, tests, or other activities before the day of the final examination as posted on the Registrar's Final Exam Schedule. Students also must report to their instructors any errors in calculating or posting a course grade no later than one year from the day the course grades were posted by the Office of the University Registrar.

Repetition of Courses

Undergraduate students have a maximum of three attempts to pass a course. Withdrawals count as an attempt. Once a student passes a course taken at American University, he/she may repeat it one more time unless the repetition exceeds the maximum number of three attempts. The repetition policy applies to a maximum of five courses including those courses repeated under the Freshman Forgiveness policy (given below) during their tenure at the university. Students are responsible for determining any academic or financial implications for repeating courses.

In the context of this policy, passing a course includes meeting any stipulations needed to satisfy a university or major or minor requirement. Grades for each attempt are computed in the overall cumulative GPA, but only the highest grade and the credit associated with that grade counts toward the major GPA requirements.

Graduate students may repeat only once a course they have previously completed and failed or from which they have withdrawn. They may repeat only two courses in this fashion during a graduate program of study. Grades for each attempt are shown on the transcript and are used to compute the overall GPA, but credits for only one passed course are included in the credits required for the graduate degree.

Freshman Forgiveness

Degree students, during the first two semesters of full-time undergraduate study, may request Freshman Forgiveness for any two courses that have resulted in a grade of C- or lower. Part-time degree students may request Freshman Forgiveness during the first 30 credit hours of study. Students must request Freshman Forgiveness within the next calendar year and they must repeat such courses within the next calendar year or at the first possible opportunity. Only the second grade is computed in the cumulative GPA, but both courses remain on the transcript. Students may not request Freshman Forgiveness for a course if they received a sanction for that course due to a violation of the Academic Integrity Code.

Full-time, part-time, and Washington Mentorship students are eligible to apply for Freshman Forgiveness. Transfer and nondegree students may not claim Freshman Forgiveness. Certain classes may not be repeated for Freshman Forgiveness. Students should check with their academic advisor to determine which courses are not eligible for Freshman Forgiveness.
Graduation

Candidates for degrees submit an Application for Graduation form, available at myau.american.edu.

Once application for graduation has been made, the Office of the University Registrar with the advisor begin processing the necessary information for final certification of graduation. Students who fail to complete all degree requirements by the end of the term for which they applied to graduate must reapply in order to graduate later.

Conferral of Degrees and Commencement

The university confers degrees and issues diplomas at the end of the fall, spring, and summer terms. Formal commencement ceremonies are held in May.

Only students who successfully complete degree requirements by the end of the term for which they have applied (or re-applied) to graduate are certified for conferral of a degree. In witness of the degree conferred, the permanent records of the graduates are appropriately noted with a statement of graduation and their diplomas are released.

Candidates for degrees whose academic records indicate that they can satisfy degree requirements by the end of the term for which they have applied are permitted to participate in commencement ceremonies. Participation in a commencement ceremony does not itself constitute conferral of a degree, nor does it imply an obligation on the part of the university to award a degree before all requirements have been met and certified.

Interruption of Studies

A student who takes a temporary leave or separates from the university for an entire semester, whether voluntarily or not, and who are not on Temporary Leave, are separated from the university and may not resume study until they have been readmitted. Readmitted students are subject to all regulations and must meet all requirements in force when studies are resumed unless other arrangements have been agreed to in writing by the student’s dean before the beginning of such an absence.

Students who change degree objective, college, or school, or who choose to conform to new regulations or requirements, must be prepared to complete all requirements and abide by all regulations in effect at the time such a change is made.

Temporary Leave

A temporary leave is an approved temporary separation from the university for a specified period of time after which the student is expected to return to active status. A temporary leave is initiated by the student in consultation with the student’s academic unit and may be general, medical, or military in nature.

Separation

A separation from the university results in the loss of active student status. Students who have separated from the university must reapply to regain active student status. A separation can be initiated by the student or a representative of the university. If students are considering separating from the university, they should consult with their academic unit as soon as possible to determine whether there are other more viable alternatives.

The University may suspend a student from the University for an interim period pending disciplinary or criminal proceedings or medical evaluation regarding behavior relevant to such proceedings. Students whose work toward a degree is disrupted as a direct result of pandemic, hostilities, war or some similar emergency shall be given every possible consideration. In the event of a personal tragedy or trauma, students may need to coordinate alternative arrangements to complete coursework. Students or their authorized representative may contact the academic unit.

Further information about temporary leaves or separation from the University is available in the Academic Rules and Regulations for Undergraduates or for Graduates, which may be found through the Office of the Provost website at: www.american.edu/provost/.

Resuming Study

Students who cease to attend the university for an entire semester, whether voluntarily or not, and who are not on Temporary Leave, are separated from the university and may not resume study until they have been readmitted. Readmitted students are subject to all regulations and must meet all requirements in force when studies are resumed unless other arrangements have been agreed to in writing by the student’s dean before the beginning of such an absence.

Students who change degree objective, college, or school, or who choose to conform to new regulations or requirements, must be prepared to complete all requirements and abide by all regulations in effect at the time such a change is made.
Undergraduate Rules and Regulations

Undergraduate Academic Standards

Academic Load and Enrollment Status

An undergraduate student admitted to and enrolled in a degree program usually registers for 15 credit hours each semester so that the required minimum of 120 credit hours for the bachelor’s degree is completed in four years.

Students are considered full-time if registered for at least 12 credit hours, half-time if registered for 6 to 11.99 credit hours, and less-than-half-time if registered for less than 6 credit hours. This designation applies to fall, spring, and summer, with summer status determined by total credits across all sessions.

For fall and spring, a typical load for a full-time student is 15 credit hours; however, the flat undergraduate tuition rate applies to a total of 17 credit hours. To register for more than 18 credit hours, students must receive permission from their academic unit.

Evaluation of Academic Performance

Students are responsible for:

- identifying implications for their progress and status at the university, including impact on financial aid, which results from any change in registration,
- verifying that all changes in registration are reflected in their official student record,
- reporting to their instructors any errors in calculating grades on assignments, tests, or other activities before the day of the final examination as posted the Registrar’s Final Exam Schedule, and for
- reporting to their instructors any errors in calculating or posting a course grade no later than one year from the day the course grades were posted by the Office of the University Registrar.

Judgment regarding standards of evaluation for a student’s academic performance is a faculty responsibility; therefore students may not request a second evaluation of any work leading to the final grade for the course. Students should consult the policy on Student Academic Grievances.

Good Academic Standing

Undergraduate students (degree and nondegree) are in Good Academic Standing when they are maintaining a 2.0 cumulative GPA and are either enrolled in semester classes or are eligible to enroll in subsequent semester classes. There may be higher requirements for students receiving financial aid or other awards.

Satisfactory Academic Progress

Undergraduate students (degree and nondegree) are making Satisfactory Academic Progress when they are in Good Academic Standing, are completing 80% of all cumulative attempted credits at AU, and are meeting on time the minimum requirements for majors and additional requirements defined by the program. There may be higher requirements for students receiving financial aid or other awards.

Academic Warning

When the academic unit determines that a student has lost good academic standing or failed to make satisfactory academic progress, the academic unit may issue to the student in writing an academic warning. Students will be given an academic warning when either the student's semester GPA falls below 2.00 or the student is not making satisfactory academic progress. An academic warning is not recorded on the transcript.

Academic Probation and Dismissal

The Registrar will place students on academic probation when their cumulative GPA falls below 2.00 or when the Registrar is notified by the academic unit that a student has failed to meet other conditions for academic progress that may apply in some majors. The Registrar will notify students in writing of their academic probation status and of any conditions associated with the academic probation. Conditions that students must adhere to during the academic probationary period may include, but are not limited to, inability to petition instructors for incompletes, successful completion of specific courses, minimum grades in courses, or the overall GPA to be achieved in the academic probation period.

Once placed on academic probation, a student must maintain a minimum semester GPA of 2.33 and show satisfactory academic progress towards raising their cumulative GPA to the required level and meeting any other requirements unrelated to
GPA, as stated in their notification letter from the Registrar. Students are to check with the Office of Financial Aid to determine if any additional criteria are required in order to retain their financial aid. Students can be placed on academic probation only twice, and for no more than three semesters in total, whether for one or two academic probationary events. If a student attempts courses during the summer after being placed on probation, that term will count as one semester on probation. Students will be allowed to stay on probation for no longer than the time it takes to accumulate a total of three semesters on probation. After that threshold is reached, students will be dismissed from the University if they have not achieved good academic standing.

A student on academic probation may be subject to restrictions as to the load for which he or she may register. Such a student is ineligible to hold office in student organizations or to participate in intercollegiate competitions. The student may, however, be permitted to participate in intercollegiate athletics programs as of the end of a session in which the cumulative GPA is raised to 2.00 (C), even though technically still on academic probation (as when academic probation is stated for a two-semester term). Also, a student may with permission of the student's academic unit complete the season of any collegiate sport in which he or she is participating at the time he or she falls below a 2.00 cumulative average GPA.

The university will dismiss immediately students whose cumulative GPA, after attempting or completing 24 credits (excluding courses in which the recorded grade is W, I, or IP), falls below 1.0 (D).

When dismissing students from the university, the university may give students the option of reapplying for admission after one calendar year has passed from the final day of the session during which the dismissal was implemented, or the university may choose to permanently dismiss students from the university, which means that it will not consider future applications from the student. The type of dismissal will be included in the letter from the academic unit, and recorded by the Office of the Registrar on the transcript. Readmission applications are evaluated based on the total record of the student and consistent with the admission practices in effect at the time of application. An admitted student is governed by the academic requirements in effect at the time of readmission.

Academic probation and dismissal are permanently recorded on the transcript of undergraduate students.

Changes in Field of Study

To change from one academic unit to another or to change majors within an academic unit within AU, students must be in good academic standing and receive the permission of the academic unit or teaching unit designee in charge of the program to which they wish to transfer. The various academic units and teaching units may establish additional requirements which must be met by each of their candidates for a degree.

Class Standing

Class standing is determined by the total number of credits, with adherence to the policies for repetition of courses, that students have earned including graded courses at AU, IB/AP/CLEP/A-level credits, or transferred courses. Credits that are not included in calculating class standing are credits not completed (N, I, IP), or credits not accepted through transfer, examination, or experiential learning.

Credit Hours

<table>
<thead>
<tr>
<th>Completed</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–29</td>
<td>Freshman</td>
</tr>
<tr>
<td>30–59</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60–89</td>
<td>Junior</td>
</tr>
<tr>
<td>90 or above</td>
<td>Senior</td>
</tr>
</tbody>
</table>

Undergraduate Degree Regulations

No student shall be subject to regulations and academic requirements introduced during the student's continuous enrollment in good standing in a single degree program if the new regulations involve undue hardships or the loss of academic credits earned to satisfy the requirements previously in effect. Undergraduate students are governed by minimum requirements for the undergraduate degree (each teaching unit may have further major and major-related requirements).

Bachelor’s Degrees

The university offers the following bachelor’s degrees: Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), Bachelor of Science (BS), and Bachelor of Science in Business Administration (BSBA).

Credit Hour and GPA Requirements

All bachelor’s degrees require completion of at least 120 credit hours of course work with a cumulative GPA of 2.00 or better.

The minimum graduation requirement of 120 credit hours must satisfy a major requirement and also satisfy the requirements for the General Education program, the College Writing Requirement, and the University Mathematics requirement.
Internships

Undergraduates may count a maximum of 12 credit hours of internship toward the 120 minimum credit hours required for graduation with a maximum of 6 credits counting in their major.

Residence Requirement

At least 45 credit hours out of the last 60 must be completed in residence at American University. A minimum of 15 credit hours must be completed in residence at American University in upper-level courses in the student’s major. A student may transfer a cumulative total of 75 credit hours from the following: 1) any approved AG-rated and regionally accredited two-year and four-year institutions; 2) a maximum of 30 credit hours from one or a combination of Advanced Placement (AP), International Baccalaureate, CLEP subject examinations, or other AU approved test credit; 3) a maximum of 30 credit hours for a combination of relevant work completed satisfactorily in college-level Armed Services School courses, or US Armed Forces Institute correspondence or extension courses, completed with a grade of 70 or better, as recommended at the baccalaureate level as appropriate for academic credit by the American Council on Education. Military Occupation Services (MOS) credit may be earned through the APEL program and will be included in the 75 credit hour total (contact the School of Education, Teaching and Health for information).

Credit earned in any American University course, in any instructional modality, is residence credit. Some AU courses and programs are offered at physical sites other than the AU campus and are considered in residence courses by the Office of the University Registrar. With some exceptions, students receive in residence credit for such courses. Credit earned by an American University student through the Consortium of Universities of the Washington Metropolitan Area is also residence credit.

Courses considered not in residence by the Office of the University Registrar include those transferred into AU, those taken through a Permit to Study at Another Institution, or credits accepted through exams including CLEP, IB, AP, FB, A-levels, or other approved exams for transfer credit.

A student will not be able to register for a second semester at AU until all final official transcripts have been received by the AU Office of Admissions from previously attended institutions.

Three-Year Bachelor’s Programs

The university offers a limited number of pre-defined three-year bachelor's programs. These special programs offer an intensive cohort experience that continues through each summer session until the completion of the degree. Prospective students may apply directly through the Office of Admissions.

Dual Degrees

Students who decide to declare a second degree in a major field of study are expected to declare their second major one year prior to the intended date of graduation, usually 90 credits earned at AU or the end of the junior year. Students must have a 3.00 cumulative GPA at the time of declaration of the second degree. Students who fulfill all the requirements for two bachelor's programs (including major, major-related, and residence requirements) and who have earned a total of 150 credit hours may be awarded two bachelor's degrees. At least 24 credits must be unique to each degree. Dual degree students can apply a maximum of thirty credits for approved exams. Such students should note that financial aid is only available for a maximum of 180 credit hours.

Combined Bachelor’s and Master’s Degrees

American University offers students the opportunity to earn both undergraduate and graduate degrees through its combined bachelor's/master's programs. Students can choose from a wide variety of established bachelor's/master's programs, or they can create bachelor's/master's programs with the approval of the academic department supervising the graduate-level work. Students may complete graduate degrees in disciplines different than their undergraduate degrees, provided they are admitted to the master's program by the supervising department and they have completed the prerequisites required for the graduate program.

A combined bachelor's/master's program involves tentative admission to graduate standing so that both a bachelor's and master's degree may be earned as the result of a planned program of study. Highly qualified students in good academic standing may apply to a graduate program for a combined degree as soon as they have completed 75 earned credits. With rare exceptions, students will apply no later than the semester in which they have 90 completed credits toward their degree. Admission during the junior year or equivalent allows sufficient time and preparation for curricular sequences and other research experiences that distinguish this option from separate bachelor's and master's degrees. No more than one graduate degree can be earned as a combined degree.

Students apply to the combined program at two levels: 1) for admission at the undergraduate degree level as described above, and 2) for admission to the graduate program upon satisfactory completion of the undergraduate degree. Each graduate program has set its own admission standards and requirements for the combined program. Specific information is available by the program.

Once accepted into the combined program during the junior year, students must follow a prescribed program of work approved by a faculty advisor that identifies which courses will be applied toward both the undergraduate degree and the master's degree. Once students have graduate in good standing from their undergraduate degree program, students will be officially admitted to and enrolled in their graduate program if they have met all University and academic unit or teaching unit requirements for admission to the master's program. Once admitted in the master's program, students are then subject to the academic regulations governing graduate students.

Once admitted to the combined program and while an undergraduate, the student may expect to share up to 3 credits required
by the graduate degree program for every 9 credits required by the graduate degree program if he or she is admitted to the graduate program. For example, a student can share 9 credits for a 30-hour master's degree, 12 credits for a 36-hour master's degree, or 15 credits for a 39-hour or more master's degree for graduate-level courses taken as an undergraduate. Individual programs may set lower limits. This applies only if these credits were approved as part of the application to the combined program and the student was admitted to the graduate program.

Students are required to complete the graduation application and clearance process once for the bachelor's degree and once for the master's degree.

**Evaluation of Progress**

An evaluation of each undergraduate student’s progress is made by the office of the student’s dean after each semester. In addition to the cumulative grade point average, this evaluation considers completion of all university requirements and the ratio of courses satisfactorily completed to all courses attempted by the student. Students who are not making satisfactory progress are informed in writing of the result of their evaluation and offered academic advising.

The university has no strict regulations governing the total amount of time an undergraduate student may take to fulfill the requirements for a degree, provided the student maintains the appropriate grade point average and gives evidence of being seriously interested in the eventual achievement of his or her academic objective.

**Major Requirements**

A major requires a minimum of 36 credit hours, at least 18 of which must be earned in residence at American University. At least 18 credits must be earned in upper-level courses in the major, and at least 15 of those credits must be earned in residence. Students who wish to take an upper level course at another institution in the first 18 hours of major course work must receive permission from their teaching unit chair or equivalent. A grade of C or better is required for each course used to satisfy the major requirement involved. Courses in the major may not be taken on a pass/fail basis.

**Declaration of Major**

Students are expected to declare a major before completing 60 earned credits. The declaration must be approved by the academic unit or teaching unit designee in charge of the proposed major. The academic units or teaching units may require higher than minimal performance in major and related courses as a condition for acceptance as a major.

Students can declare more than one major if they have a minimum 2.50 cumulative GPA and if at least 18 credits are unique to each major. Individual academic units or teaching units may require a higher GPA and have other requirements that exceed the regulations.

**Double Majors**

If the majors are offered by more than one academic unit within the University, then students will designate at the time of declaration of the majors the single academic unit in which they will be registered and from which they will be graduated. Students will need to satisfy the general academic unit requirements of that single academic unit only. When majors lead to different degrees (e.g., BA and BS), students will specify which degree they wish to be awarded. Electives may be used to satisfy double major requirements.

**Individualized Majors**

Students may design their own majors and minors by applying to a review committee overseen by the Vice Provost for Undergraduate Studies. Students must have a 3.00 cumulative GPA and must apply no later than before the completion of 60 earned credits in residence.

Individualized programs must meet the minima described above in **Major Requirements**.

**Minors**

Specific course requirements for minors are listed under departmental programs. All minor programs consist of a minimum of 18 credit hours, including at least 9 credit hours at the 300 level or above. For all minors, at least 9 credit hours of the stated requirements must be taken in residence at American University. At least 12 credit hours of the minor must be outside of the course requirements for each major or other minor the student is pursuing. A grade of C (2.00) or better is required for each course used to satisfy the requirements of a minor.

Students who decide to declare a minor field of study are expected to declare their minor no later than one year prior to the intended date of graduation, usually 90 credits earned at American University or the end of the junior year.

Students should consult with their advisors as to the procedure for declaring a minor. Minors are noted as a comment on the student’s permanent record at the time of graduation, but will not appear on the student’s diploma.

**Individualized Minors**

Students may design their own minors by applying to a review committee overseen by the Vice Provost for Undergraduate Studies. Students must have a 3.00 cumulative GPA and must apply no later than before the completion of 60 earned credits in residence.

Individualized programs must meet the minima described above in **Minors**.

**Certificate Programs**

All credit certificate programs must include a minimum of 12 credit hours. Admission to credit certificate programs is open only to those students who meet University minimum nondegree enrollment requirements. Admission requirements in excess of University minimums must be stated explicitly in the credit certificate program proposals.
Equivalent credit earned at an accredited college or University may be applied toward a certificate at the following rate: 3 credit hours for certificates from 12 to 18 credit hours in length, and 6 credit hours for certificates over 18 credit hours in length.

Students enrolled in undergraduate certificate programs must maintain a 2.0 grade point average to remain in good academic standing. Nondegree certificate students may be placed on academic probation, dismissed, or readmitted to certificate study according to regulations governing nondegree students.

Certificate students who are also enrolled in undergraduate programs may be placed on academic probation, dismissed, or readmitted to certificate study according to regulations governing undergraduate students.

Grades of C- or D in certificate program courses will not be accepted toward the fulfillment of certificate requirements although these grades will be included in the calculation of the cumulative grade point average. Students in other than graduate certificate programs must have at least a 2.0 grade point average in certificate courses in order to be awarded a certificate.

Students in certificate programs must take a minimum of 6 credit hours during each 12-month period after they are admitted. All programs must be completed within four years.

Study at Another Institution

An enrolled student who plans to take courses at another college or university for transfer credit to American University must be in good academic standing and must receive prior approval from the student’s department chair and dean using the Permit to Study Abroad form or the Permit to Study at Another US Institution form. Students will not be granted a Permit to Study at an institution in the Consortium of Universities of the Washington Metropolitan Area; the Consortium process should be followed. For study abroad, approval is also required from the AU Abroad director. If the course to be taken is outside the area of the student’s major, the chair of the department which would offer credit for such a course must also approve the permit. Approval is granted for specific courses. Permits to Study may not be authorized for courses at community colleges or non-accredited four year institutions.

The visited institution, if in the United States, must be regionally accredited. With departmental approval, transfer credit is applicable toward the requirements of a major. Transfer credit may be used to fulfill General Education Requirements through the evaluation of equivalent courses taken at another institution and with the approval of the student’s dean. Because of the special nature of the program, after the student has been admitted to American University no credit toward General Education Requirements may be earned through transfer credit.

Transfer credit from a Permit to Study is accepted for courses with earned grades of C or better. Grades for courses taken during a Permit to Study at another institution are not recorded on the AU transcript and are not computed in the GPA. Such courses will not count in the total number of credits needed for graduation if the grade received is below a 2.0 on a 4-point scale.

However, students must meet GPA requirements for individual courses taken at other institutions as required for electives or major or minor courses. Students must satisfy any additional requirements provided on the Permit to Study form.

Permit to Study at Another US Institution

Students in good academic standing who wish to take courses that would not be considered in residence courses must receive prior approval by their academic unit. Students who want to apply a course to their minor or major must receive teaching unit or equivalent approval. Students must secure approval from the academic unit prior to registering for the course and such approval is granted only for specific courses. Students may transfer up to a total of 10 credits during this course of approved study at another US institution, but they may not earn general education credit on a Permit to Study.

Permit to Study Abroad

Undergraduate students in good academic standing who wish to study abroad on any non-AU Abroad study abroad program or at any foreign university not partnered with AU must receive prior approval of their academic unit and of AU Abroad. Permission for such study is granted only when the student can demonstrate that the academic opportunity offered by the program or foreign university cannot be met through study at any one of AU’s existing partner universities or study abroad programs. Grades for courses taken during a Permit to Study Abroad are not recorded on the AU transcript and are not computed in the GPA, though they will count in the total number of credits needed for graduation. Students will be allowed to transfer a maximum of 36 credits from studying abroad in a non-AU program via the permit process. Complete permit applications must be submitted before the end of the semester prior to the anticipated study abroad program. The University will not approve retroactive permits.

Students who complete the Permit to Study Abroad form and enroll in a non-AU study abroad program are required to pay the Permit to Study Abroad fee for each semester, including summer, they are registered.

Medical Permit to Study

While on a temporary leave for medical reasons, students may request from their academic unit a medical permit to study in order to minimize disruptions to their academic progress. In order to receive a Medical Permit to Study, students must have an approved Medical Temporary Leave. Students should provide medical documentation only to the Office of the Dean of Students. With a medical permit to study, students may take two courses at another institution for up to eight credits per semester for a maximum of four courses for up to 16 credits. Individual academic units may have additional restrictions. Courses must be preapproved by the student’s academic unit prior to enrollment. Course credits that are approved may count toward the 120 credits needed for graduation as defined in the academic in residence requirement.
Study Abroad

American University offers numerous study abroad programs through the AU Abroad Program. Students may also participate in study abroad programs offered by other institutions that are part of a regionally accredited US college or university, and are recorded on the transcripts of those institutions. For determination of regional accreditation, the publication Credit Given is the accepted reference.

After consultation with and approval of the student’s dean and the AU Abroad director, application is made directly to the institution for admission to its foreign study program. Transfer credit will be granted on the basis of the transcript from the sponsoring US college or university.

Students may also attend institutions abroad not affiliated with an American college or university. For details, see above Permit to Study Abroad.

Transfer and Exam Credit

This section describes the policy for all external work for which American University awards credit. Transfer students should also refer to the section below, entitled Undergraduate Degree Requirements, for the full policy, including the applicability of transfer credit, to College Writing and University Mathematics Requirements.

The Admissions Office evaluates official documents showing previous college-level work completed. Individual teaching units determine how this credit will apply to specific degree programs. Once a student has matriculated, transfer work will only be accepted if it has been approved in advance by the academic unit via the Permit to Study process. A student must satisfy all requirements of the Permit to Study process, including advance approval for specific courses and a maximum number of credits. General Education credit and University Mathematics and College Writing requirement credit may not be earned after matriculation to AU through the Permit to Study process.

Grades and quality points earned in courses accepted for transfer will not be included in the grade point average to be maintained at American University, but the credits will count toward the total number required for graduation.

Transfer students may normally expect to receive credit for courses taken at collegiate institutions that were, at the time the courses were taken, an AG-rated regionally accredited institution. These courses must be appropriate for academic credit at American University towards an undergraduate degree program. A maximum of 75 cumulative credit hours will be accepted from the following: 1) any approved AG-rated and regionally accredited two-year and four-year institutions; 2) a maximum of 30 credit hours from one or a combination of Advanced Placement (AP), International Baccalaureate, CLEP subject examinations, or other AU approved test credit; 3) a maximum of 30 credit hours for a combination of relevant work completed satisfactorily in college-level Armed Services School courses, or US Armed Forces Institute correspondence or extension courses, completed with a grade of 70 or better, as recommended at the baccalaureate level as appropriate for academic credit by the American Council on Education. Military Occupation Services (MOS) credit may be earned through the APEL program and will be included in the 75 credit hour total (contact the School of Education, Teaching and Health for information).

A student will not be able to register for a second semester at AU until all final official transcripts have been sent to the AU Office of Admissions from previously attended institutions.

Minimum Transfer Requirements

Courses eligible for transfer upon matriculation to AU must have a recorded grade of "C" or above. Courses with a grade of "P" or Pass are eligible for transfer, providing that the grade of "P" is the equivalent of a C or above. Only courses in which the student has received a grade of 2.0 or above on a 4.0 scale will be recorded on the student's AU transcript and will be applied toward the total number of credits required for graduation. Grades for transfer courses are not computed in the cumulative grade point average.

Courses taken on the quarter system will receive the standard .67 credit per credit hour of study (e.g., a 3 credit hour course at a quarter school will merit 2 credit hours at AU).

Courses below the pre-calculus level will not receive transfer credit.

Credit hours for remedial courses and internship/externship are not eligible for transfer to AU.

Technical or vocational credit hours may not be eligible for transfer to AU.

Transfer of Foreign Language Courses

A student who wishes to transfer foreign language courses from previous institutions must follow the guidelines established by AU's Department of World Languages and Cultures (WLC). For more information, please visit the WLC website at www.american.edu/cas/wlc/placement.cfm.

Credit through Examination

Credit through examination will be given in accordance with the guidelines AU stipulates for all admitted students. All scores must be sent by the testing agency directly to AU. Credit will be applied toward a student's program of study at the academic unit's discretion.

All exam scores must be received by the AU Office of Admissions no later than the end of the second enrolled term. Exam scores more than six years old may not be accepted for credit. A student whose exam scores articulate as credit for one or more courses in the General Education Program may apply up to 4 credit-by-exam courses to their General Education requirement. Additional courses may still be applied toward the major or minor, or as elective credit. For more information, see the AU policy concerning credit by exam at: www.american.edu/admissions/examcredit.cfm.
Undergraduate Degree Requirements

College Writing Requirement

All students must be able to write in English with a level of mastery equivalent to the demands of college coursework. In addition, students need to acquire the critical reading skills needed for all their college courses.

Students must satisfy the College Writing requirement within the first 30 credits earned in residence. Students who do not satisfy the College Writing requirement within the first 30 credits will be blocked from registering for subsequent semesters until the requirement is met. Students must receive a grade of C or better in any course taken to satisfy this requirement. Students are allowed at most three attempts, per the academic regulations concerning Freshman Forgiveness and repetition of courses, to complete this requirement. Incoming freshmen may satisfy the College Writing requirement in one of the following ways:

- Earning a grade of C or better in LIT-100 and LIT-101; in LIT-130 and LIT-131; or in LIT-102 and LIT-103; or
- Scoring 4 or 5 on the Advanced Placement English Language and Composition Test; or scoring 5 or higher on the Higher Level International Baccalaureate Examination, and also earning a grade of C or better in LIT-106 or LIT-132.

Writing Proficiency Examination for Transfer Students

Transfer students who present 6 hours of acceptable composition credit from another institution will satisfy the College Writing requirement by passing the Writing Proficiency Examination within the first calendar year of admission to AU. Students failing the exam twice must enroll in a College Writing requirement course that is approved by the College Writing Program and must pass the course with a grade of C or better.

Transfer students who present 3 hours of acceptable composition credit from another institution may satisfy the College Writing requirement within the first calendar year by passing a course that is in the College Writing sequence and approved by the College Writing Program with a grade of C or better.

Students who do not satisfy the aforementioned requirements will be blocked from registering for subsequent semesters until the relevant requirement is met.

The Writing Proficiency Examination is administered by the College Writing Program in the Department of Literature. For more information about the exam, contact the director of the College Writing Program at 202-885-3911. To schedule an appointment at the Writing Center, call 202-885-2991.

University Mathematics Requirement

Students must satisfy the University Mathematics requirement within the first 30 credits earned in residence. Students who do not satisfy the University Mathematics requirement within the first 30 credits will be blocked from registering for subsequent semesters until the requirement is met. After students have matriculated at AU, no credit toward the University Mathematics requirement may be earned through transfer credit. Students meeting the requirement through coursework must receive a grade of C or better. Students are allowed at most three attempts, per the academic regulations concerning Freshman Forgiveness and repetition of courses, to complete this requirement. Incoming freshmen may satisfy the University Mathematics requirement in one of the following ways:

- Earning a grade of C or better in one approved AU mathematics courses at the level of MATH-150 or above, or one AU statistics course offered in the Department of Mathematics and Statistics
- AP Calculus AB or AP Calculus BC score of 4, or 5
- AP Statistics score of 4, or 5
- SAT II Mathematics Level II Achievement test score of 650
- CLEP Calculus examination score of 75
- British A-Level mathematics examination with a grade of A or B
- International Baccalaureate higher-level mathematics examination score of 6 or above

University Mathematics Requirement for Transfer Students

Transfer students and graduates of secondary schools outside the United States may also satisfy this requirement via one of the following:

- Passing one of the examinations given by the Department of Mathematics and Statistics which demonstrate competence equivalent to having successfully completed one of the following courses: MATH-15x Finite Mathematics, MATH-211 Applied Calculus I, or STAT-202 Basic Statistics. Only one of these examinations may be taken and that examination may be taken only once, during the first semester for which the student is enrolled in degree status. Eligible students should contact the Department of Mathematics and Statistics for more information about the Mathematics and Statistics Equivalency Examination; or
- Transferring a course named "Calculus I" or a mathematics course for which "Calculus I" is the prerequisite with a grade of B or better from an AG-rated collegiate institution.

The Department of Mathematics and Statistics will specify the appropriate placement of students in 100 and 200-level mathematics or statistics courses.
General Education Program

The General Education Program is designed for all undergraduate students regardless of degree program. Aimed at building a strong intellectual foundation, the General Education requirements are drawn from five Foundational Areas. The program is designed to be completed during the first two years of study, allowing students ample time to pursue their major as well as study abroad, internships, and minors or second majors.

The General Education Program is the cornerstone of a student's academic program at American University. This chapter guides students in building a meaningful and valuable program. While reading, please keep in mind the following:

- students take a total of ten General Education courses; two courses in each of five Foundational Areas, with at least one course from The Natural and Mathematical Sciences (Foundational Area 5) that includes a laboratory science experience
- no more than two courses from a discipline may be taken for General Education credit; disciplines are designated by the course number subject prefix (e.g., ANTH, BIO)
- once a student has enrolled, all courses to fulfill General Education Requirements must be taken at American University

General Education Program Definitions

**Foundational Area (or “Area”)**

One of the five content-specific subdivisions of the General Education Program:

1. The Creative Arts
2. Traditions that Shape the Western World
3. Global and Cross-Cultural Experience
4. Social Institutions and Behavior
5. The Natural and Mathematical Sciences

**Discipline**

Refers to the subject prefix in a course number regardless of academic department or course content. For example, the course number PHIL-105 refers to a philosophy course; the course number RELG-210 refers to a religion course. Although these courses are in the Philosophy and Religion Department, they have different prefixes and are in different disciplines. The course number ARTH-105 refers to an art history course; the course number HIST-100 refers to a history course. Although these courses are both about history, they are in different disciplines.

Foundation Area Requirements

Students select courses from those that are designated as General Education courses. Students choose two courses in each Foundational Area at either the 100- or 200-level.

Courses at the 100-level introduce students to the fundamental concepts, issues, and achievements in the disciplines. Courses deal explicitly with the appropriate processes and standards for gathering and evaluating information (quantification, experiments, primary sources, authoritative texts) and interpretation (methods of investigation and analytic skills) in a specific disciplinary field. All science 100-level courses include a laboratory experience. The courses are designed to help students achieve a broad view of how different disciplinary viewpoints and fields of knowledge can contribute to their understanding of themselves and the world around them. Courses at the 200-level tend to be more academically rigorous and are geared toward second-year students. Some may have prerequisites at the 100-level, as designated by the academic unit offering the course.

General Education courses differ from traditional survey courses by integrating into the course some of the intellectual skills and resources essential to life in the twenty-first century. These learning outcomes include the following, as appropriate:

- **Aesthetic sensibilities:** Critical reflections on the nature and history of beauty and art.
- **Communication skills:** Interchanging ideas and information through writing, speech, and visual and digital media.
- **Critical inquiry:** Systematic questioning and analysis of problems, issues, and claims.
- **Diverse perspectives and experiences:** Acquiring knowledge and analytical skills to understand a variety of perspectives and experiences, including those that have emerged from the scholarship on age, disability, ethnicity, gender and gender identity, race, religion, sexual orientation, and social class.
- **Innovative thinking:** Venturing beyond established patterns of thought in imaginative and creative ways.
- **Ethical reasoning:** Assessing and weighing of moral and political beliefs and practices, and their applications to ethical dilemmas.
- **Information literacy:** Locating, evaluating, citing, and effectively using information.
- **Quantitative literacy and symbolic reasoning:** Applying mathematical, statistical, and symbolic reasoning to complex problems and decision making.
Course Selection

Students select two courses in each Foundational Area. Students will not be able to satisfy General Education Requirements with more than two courses in any one discipline even though a discipline may have courses included in more than one Foundational Area. Courses required for College Writing and University Mathematics do not count in the two-course limit.

Prerequisites

Students who have placed at or below Finite Mathematics must satisfy the University Mathematics Requirement before enrolling in a course in the Natural and Mathematical Sciences Foundational Area.

Relation to the Major

The requirements for the major, the area of a student’s academic concentration, are listed under individual degree programs. Many of the courses in the General Education Program also meet requirements of the major. Students interested in a double major need to plan ahead if they expect to fulfill all requirements within 120 credit hours.

Grading Requirements

To receive General Education credit, a student must successfully complete a General Education course with a grade of D or better. However, if the course is also being taken to fulfill a requirement for the major at least a C is required and the grading policies for that program should be consulted.

Advanced Placement Credit

Students presenting a 4 or 5 on the Advanced Placement examination, qualifying score on the CLEP examination, or grades for which they have received credit from the British A Levels, CEGEP, International Baccalaureate, German Abitur, or other international credential for which they have been granted credit by American University may apply the credit for up to four courses to meet General Education requirements in any of the five Foundational Areas. Credit for General Education may only be awarded when specific General Education courses, which have been so designated, match particular exam results (with the exception of the CEGEP and German Abitur, which are handled ad hoc) and only for examinations taken prior to entering American University. Specific information regarding application of this principle is contained in the “General Education Advanced Placement Credit Articulation” effective for the academic year of admission. This document is maintained by the Office of Admissions and is available in all advising units.

Transfer Students

Transfer students satisfy their General Education Requirements through a combination of appropriate transfer courses and completion of courses in the General Education Program at American University. Through the evaluation of equivalent courses taken at another institution and with the approval of a student’s dean, transfer credit may fulfill all 31 credit hours. In some cases, students supplement transfer credit with General Education courses taken at the university to meet the 31-hour requirement.

Study at Another Institution

Transfer credit may be used to fulfill General Education Requirements through the evaluation of equivalent courses taken at another institution and with the approval of the student’s dean. Because of the special nature of the program, after the student has been admitted to a degree program at American University no credit toward General Education Requirements may be earned through transfer credit.

General Education and the University Mathematics Requirement

All students must fulfill the University Mathematics Requirement before enrolling in their first course in the Natural and Mathematical Sciences Foundational Area (Area 5), unless they have placed above Finite Mathematics. Students who have placed above the level of Finite Mathematics may take their first course before or concurrently with course work taken to satisfy the University Mathematics Requirement.

Questions about General Education

Who has to complete the General Education Program?

All American University undergraduates must fulfill General Education requirements.

How many courses do students take?

All students must take two courses in each of the five Foundational Areas (for a total of ten).

What if a course closes before a student can register for it or it is not offered the semester a student wants to take it?

Almost all courses are offered at least once a year, so a student may wait until the next semester and see if it fits into that schedule. Or, a student may take a different course if it’s compatible with his/her schedule and s/he has met all the prerequisites.

How many courses may be taken from each discipline for General Education credit?

Although some academic departments have courses in several Areas, students may not take more than two General Education courses in a discipline. For example, a student may only take two sociology courses (course numbers beginning with SOCY) out of the ten General Education courses.

What grade is required for General Education classes?

Students must get a D or better in order to get General Education credit. However, if a General Education class is taken to fulfill a requirement towards a major, at least a C is needed, and possibly a higher grade. Check with the appropriate academic department to be sure.
May a General Education course be taken, but not for General Education credit?

Yes, a student may be able to count courses in the General Education Program towards major or minor requirements, or for elective credit. Courses are offered for non-General Education credit under the same course number.

Should General Education courses be spread out over four years?

The program is designed so that it can be completed in a student's first two years. Students should finish their General Education requirements as soon as possible to keep their last years open for off-campus opportunities, such as internships and study abroad. If a student has not yet completed the math requirement, it is essential to speak to an advisor about its connection to the Natural and Mathematical Sciences (Area 5) requirement.

May advanced placement credits be used towards General Education requirements?

Students presenting a 4 or 5 on the Advanced Placement examination, qualifying score on the CLEP examination, or grades for which they have received credit from the British A Levels, CEGEP, International Baccalaureate, German Abitur or other international credential for which they have been granted credit may be able to apply the credit for up to four courses to meet the General Education requirements in any of the five Foundational Areas. Credit for General Education may only be awarded when specific General Education courses, which have been so designated, match particular exam results (with the exception of the CEGEP and German Abitur, which are handled ad hoc) and only for exams taken prior to entering American University. Specific information is contained in the General Education Advanced Placement Credit Articulation effective for the academic year of admission. This document is maintained by the Office of Admissions and is available in all advising units and online at: www.american.edu/admissions/examcredit.cfm.

Where can students go for help in planning their General Education courses?

Students should take the responsibility of planning which General Education courses they will take, making sure they follow all program requirements and rules. Each semester before registering online, students are reminded to review their electronic degree audit report, which will indicate the General Education requirements still needed. An academic advisor or the publications available on campus and online at www.american.edu/provost/gened may be able to assist students who have questions or are having difficulty in choosing a particular course. Students may also contact the General Education Program at 202-885-3879 or gened@american.edu.

What’s the connection between the General Education Program and the University Mathematics Requirement?

All students must fulfill the University Mathematics Requirement before enrolling in their first course in the Natural and Mathematical Sciences Foundational Area (Area 5), unless they have “placed” above Finite Mathematics. Students who have placed above the level of Finite Mathematics may take a course in Area 5 before or concurrently with course work taken to satisfy the University Mathematics Requirement.

Most Important Program Regulations

- Do not take more than two courses from any single discipline as indicated by the subject prefix (for example, BIO is Biology and HIST is History) for General Education credit (including transferred courses).
- Fulfill the University Mathematics requirement before enrolling in the Natural and Mathematical Sciences Foundational Area (Area 5), unless placed above Finite Mathematics.
- At least one course in the Natural and Mathematical Sciences Foundational Area (Area 5) must include a laboratory science experience.
- Once enrolled, all courses to fulfill General Education requirements must be taken at American University.
- Students must pass a General Education course with a grade of D or better.
Foundational Area 1: The Creative Arts

The creative arts celebrate the human capacity to imagine, to create, and to transform ideas into expressive forms such as paintings, poems, and symphonies. The arts provide us with a rich record of human cultures and values throughout time. They enable us to understand and enjoy the experiences of our senses and to sharpen our aesthetic sense—that human quality through which we comprehend beauty. To appreciate the relationship between form and meaning is to realize that the creative arts, regardless of their medium of expression, share important principles.

Courses in this Foundational Area have varied emphases: the process of creativity, the analysis of the artistic imagination, or the relationship between artists, their works, and the societies in which their works are produced. Students may choose a “hands-on” experience and paint, draw, design, or write a poem. Alternatively, they may study both classic and recent works of literature, art, music, dance, or theatre. All courses in this area challenge the student to understand creativity and the distinctive intellectual process of the human imagination.

The Creative Arts: Goals

- examine the nature of creativity, especially imaginative and intuitive thinking
- situate creative works, and judgments about those creative works, in their appropriate social and historical context
- develop the student’s own creative and expressive abilities, so that the student can better understand the qualities that shape an artist’s work

Wildcard Courses

GNED-110 General Education Area 1 Topic
GNED-210 General Education Area 1 Topic

Wildcards are original, timely courses offered on a one-time basis, affording an opportunity to try out new ideas. New courses are often (but not always) offered as wildcards as a prelude to proposal for a permanent place in the General Education program. Subject to the approval of the General Education Curriculum Committee, wildcards can be offered by any teaching unit. Offerings vary each semester.

Sophomore Seminars

Sophomore Seminars are interdisciplinary or multi-disciplinary courses that integrate approaches and methods from two or more disciplines. Students are exposed to multiple modes of thinking about subjects, concepts, and problems, and engage in evaluating complementary and competing ways of knowing. Sophomore Seminars can be offered by any teaching unit at the 200-level under the GNED prefix, and are specifically designed to meet the learning goals of two or more Foundational Areas. Offerings vary each semester.

Foundational Area 1 Courses

ANTH-225 Language and Human Experience
ARTH-105 Art: The Historical Experience
ARTH-210 Modern Art: Nineteenth and Twentieth Centuries
ARTH-225 Buddhist Arts of Asia
ARTS-100 Art: The Studio Experience
ARTS-205 The Artist’s Perspective: Drawing
ARTS-210 The Artist’s Perspective: Painting
ARTS-215 The Artist’s Perspective: Sculpture
ARTS-235 The Artist’s Perspective: Video Art
COMM-105 Visual Literacy
GDES-200 Visual Communication Design
GDES-230 Graphic Design History: Visual Culture, Commerce, and Propaganda
LIT-105 The Literary Imagination
LIT-120 Interpreting Literature
LIT-135 Critical Approach to the Cinema
LIT-215 Writers in Print/in Person
LIT-225 The African Writer
LIT-245 The Experience of Poetry
LIT-246 Cinema and the Twentieth Century
LIT-270 Transformations of Shakespeare
PERF-110 Understanding Music
PERF-115 Theatre: Principles, Plays and Performance
PERF-118 World Music
PERF-200 Dance as an Art Form
PERF-205 Masterpieces of Music
PERF-210 Greatness in Music
PERF-215 Opera on Stage and Film
PERF-220 Reflections of American Society on Stage
PERF-225 The African American Experience in the Performing Arts
PHIL-230 Meaning and Purpose in the Arts
Foundational Area 2: Traditions that Shape the Western World

The rich traditions that shape the Western world convey ideas, visions, and cultural practices that are shared, lasting, and tenacious. Whether dominant or prevailing values that many people of Western countries share or the folk traditions that grow out of small communities, these deeply rooted phenomena help us make choices about identity and affinity with family, community, history, values, and place.

Courses in this Foundational Area have varied emphases. Some examine powerful visions that philosophers, political theorists, historians, religious thinkers, scientists, and social critics have of the Western experience. Others explore competing ideas about human nature, liberty and equality, and the consequences of social change. Finally, some uncover those traditions growing out of the unique experiences of women, ethnic groups, and indigenous peoples as they express and preserve their own principles of social organization and cultural expression.

All courses in this area emphasize chronology and share a close attention both to the substance of the past and the ways to study it. Through direct engagement with primary texts, students learn to ask questions, debate ideas, and come to understand the ways that we experience the events and ideas of the past in our own lives.

Traditions that Shape the Western World: Goals

- explore the diverse historical and philosophical traditions that have shaped the contemporary Western world
- read and discuss fundamental texts from those traditions, situating the texts in their appropriate intellectual contexts
- develop the student’s ability to critically and comparatively reflect on religious and philosophical issues, in dialogue with others both past and present

Wildcard Courses

- GNED-120 General Education Area 2 Topic
- GNED-220 General Education Area 2 Topic

Wildcards are original, timely courses offered on a one-time basis, affording an opportunity to try out new ideas. New courses are often (but not always) offered as wildcards as a prelude to proposal for a permanent place in the General Education program. Subject to the approval of the General Education Curriculum Committee, wildcards can be offered by any teaching unit. Offerings vary each semester.

Sophomore Seminars

Sophomore Seminars are interdisciplinary or multi-disciplinary courses that integrate approaches and methods from two or more disciplines. Students are exposed to multiple modes of thinking about subjects, concepts, and problems, and engage in evaluating complementary and competing ways of knowing. Sophomore Seminars can be offered by any teaching unit at the 200-level under the GNED prefix, and are specifically designed to meet the learning goals of two or more Foundational Areas. Offerings vary each semester.

Foundational Area 2 Courses

- ANTH-235 Early America: The Buried Past
- ARTH-205 Art of the Renaissance
- COMM-270 How the News Media Shape History
- GERM-230 The Modernist Explosion: Culture and Ideology in Europe
- GOVT-105 Individual Freedom vs. Authority
- HIST-100 History, Memory, and the Changeable Past
- HIST-110 Renaissance and Revolutions: Europe, 1400–1815
- HIST-140 Modern European History: 1750 to Present
- HIST-205 American Encounters: 1492–1865
- HIST-215 Social Forces that Shaped America
- HIST-235 The West in Crisis, 1900–1945
- JLS-110 Western Legal Tradition
- JLS-225 American Legal Culture
- JWST-205 Ancient and Medieval Jewish Civilization
- JWST-210 Voices of Modern Jewish Literature
- LIT-125 Great Books That Shaped the Western World
- LIT-235 African American Literature
- LIT-240 Asian American Literature
- LIT-265 Literature and Society in Victorian England
- PHIL-105 Western Philosophy
- PHIL-220 Moral Philosophy
- PHIL-235 Theories of Democracy and Human Rights
- PHYS-230 Changing Views of the Universe
- RELG-105 The Religious Heritage of the West
- RELG-220 Religious Thought
- SOCY-215 The Rise of Critical Social Thought
- WGSS-150 Women’s Voices through Time
Foundational Area 3: The Global and Cross-Cultural Experience

Global interdependence is a powerful fact of life. Through an exploration of societies of Asia, Africa, the Middle East, Latin America and Europe, this Foundational Area opens the doors into varied cultures and issues that challenge a parochial understanding of the world.

Students may select courses that focus on the major issues of contemporary world politics, including management of conflict, economic competition, and environmental threats to the quality of life. Alternatively, there are courses that emphasize either a comparative or cross-cultural examination of cultures, societies, polities, and belief systems and acknowledge the importance of recognizing and overcoming cultural barriers. Finally, there are courses which focus on the dilemma of the global majority—the three-quarters of the world’s population who live in countries striving for national identity as well as economic and political development.

All courses in this area encourage a better understanding of the dimensions of experience and belief that distinguish cultures and countries from one another and, conversely, the commonalities that bind human experience together. The courses aim to stimulate awareness of the need for enhanced international and intercultural communication.

The Global and Cross-Cultural Experience: Goals

- explore those habits of thought and feeling that distinguish regions, countries, and cultures from one another
- discuss, in comparative and cross-cultural perspective, the concepts, patterns, and trends that characterize contemporary global politics
- develop the student’s capacity to critically analyze major issues in international and intercultural relations, especially how categories of difference are organized within and across cultures and how they affect political systems

Wildcard Courses

- GNED-130 General Education Area 3 Topic
- GNED-230 General Education Area 3 Topic

Wildcards are original, timely courses offered on a one-time basis, affording an opportunity to try out new ideas. New courses are often (but not always) offered as wildcards as a prelude to proposal for a permanent place in the General Education program. Subject to the approval of the General Education Curriculum Committee, wildcards can be offered by any teaching unit. Offerings vary each semester.

Sophomore Seminars

Sophomore Seminars are interdisciplinary or multi-disciplinary courses that integrate approaches and methods from two or more disciplines. Students are exposed to multiple modes of thinking about subjects, concepts, and problems, and engage in evaluating complementary and competing ways of knowing. Sophomore Seminars can be offered by any teaching unit at the 200-level under the GNED prefix, and are specifically designed to meet the learning goals of two or more Foundational Areas. Offerings vary each semester.

Foundational Area 3 Courses

- ANTH-110 Culture and the Human Experience
- ANTH-210 Roots of Racism and Interracial Harmony
- ANTH-215 Sex, Gender, and Culture
- ANTH-220 Living in Multicultural Societies
- ANTH-230 India: Its Living Traditions
- COMM-280 Contemporary Media in a Global Society
- ECON-110 The Global Majority
- EDU-285 Education for International Development
- GOVT-130 Comparative Politics
- GOVT-235 Dynamics of Political Change
- HIST-120 Imperialism in History
- HIST-225 Russia and the Origins of Contemporary Eurasia
- HIST-250 Empires and States in East Asia
- IBUS-200 The Global Marketplace
- LIT-150 Third World Literature
- RELG-185 Forms of the Sacred: Religions of the East
- RELG-210 Non-Western Religious Traditions
- RUSS-200 Russia and the United States
- SISU-105 World Politics
- SISU-140 Cross-Cultural Communication
- SISU-211 Civilizations of Africa
- SISU-212 China, Japan and the United States
- SOCY-110 Views from the Third World
- SOCY-225 Arab Societies
- SOCY-235 Gender in Transnational Perspective
- SPAN-210 Latin America: History, Art, Literature
Foundational Area 4: Social Institutions and Behavior

Studying the foundations of contemporary American society reveals the elements of complex social systems, the way individuals function in varied social settings, and the root causes of social behavior. In comprehending the mechanisms and rules that give shape to complex societies, we gain strength to influence institutional processes. Through reflection on principles that explain human behavior, we create understanding of our interpersonal experiences.

Courses in this Foundational Area are of three kinds: those that use one of the traditional social science disciplines to provide an overview of the interaction of individuals and the institutions that shape our economic, political, and social experience; those that focus on a single institution and the complex ways in which it affects our lives; and those that use a societal dilemma as the entry point for discovering the ways in which the quality of individual life is protected or challenged in various settings.

The many and distinct disciplines that contribute to this area are united by a self-conscious dedication to the modes of inquiry of contemporary social science, as applied to the American experience. As strongly as it emphasizes the substance of knowledge, this curricular area emphasizes how we create knowledge and arrive at understanding.

Social Institutions and Behavior: Goals

- study the institutions, systems, and patterns of governance and of economic and social organization that underlie contemporary societies
- place policy options and their consequences in their appropriate social and political context, drawing on classic and contemporary theories of human organization
- develop the student’s capacity to critically reflect on the organization of societies and the relationship between the individual and the society, using the distinctive methods of inquiry appropriate to the study of social institutions

Wildcard Courses

- GNED-140 General Education Area 4 Topic
- GNED-240 General Education Area 4 Topic

Wildcards are original, timely courses offered on a one-time basis, affording an opportunity to try out new ideas. New courses are often (but not always) offered as wildcards as a prelude to proposal for a permanent place in the General Education program. Subject to the approval of the General Education Curriculum Committee, wildcards can be offered by any teaching unit. Offerings vary each semester.

Sophomore Seminars

Sophomore Seminars are interdisciplinary or multi-disciplinary courses that integrate approaches and methods from two or more disciplines. Students are exposed to multiple modes of thinking about subjects, concepts, and problems, and engage in evaluating complementary and competing ways of knowing. Sophomore Seminars can be offered by any teaching unit at the 200-level under the GNED prefix, and are specifically designed to meet the learning goals of two or more Foundational Areas. Offerings vary each semester.

Foundational Area 4 Courses

- AMST-240 Poverty and Culture
- ANTH-150 Anthropology of Life in the United States
- COMM-100 Understanding Media
- COMM-275 Dissident Media: Voices from the Underground
- ECON-100 Macroeconomics
- ECON-200 Microeconomics
- EDU-205 Schools and Society
- FIN-200 Personal Finance and Financial Institutions
- GOVT-110 Politics in the United States
- GOVT-210 Political Power and American Public Policy
- GOVT-220 The American Constitution
- HFIT-245 Multicultural Health
- HIST-210 Ethnicity in America
- HIST-220 Women in America since 1850
- IDIS-210 Contemporary Multiethnic Voices
- JLS-200 Deprivation of Liberty
- JLS-215 Violence and Institutions
- JLS-245 Cities and Crime
- PHIL-240 Ethics in the Professions
- PSYC-105 Psychology: Understanding Human Behavior
- PSYC-205 Social Psychology
- PSYC-215 Abnormal Psychology and Society
- PSYC-235 Theories of Personality
- PUBH-110 Introduction to Public Health
- SOCY-100 U.S. Society
- SOCY-150 Global Sociology
- SOCY-205 Diverse and Changing Families
- SOCY-210 Power, Privilege and Inequality
- WGSS-125 Gender in Society
- WGSS-225 Gender, Politics, and Power
- WGSS-240 Sexualities Studies
Foundational Area 5:
The Natural and Mathematical Sciences

Through observation and analysis of the physical and biological world, scientists discern basic principles that explain natural phenomena and unravel many mysteries. Whether chemist, biologist, physicist, or experimental psychologist, scientists rely on theory and experimentation to test and refine understanding of our bodies, our complex environment, and the universe.

All courses in this Foundational Area focus on the nature of scientific reasoning, discovery, and invention through the systematic exploration of basic concepts within their historical context. The 100-level courses unite “hands-on” scientific experimentation, inductive reasoning, and deductive analysis with the study of basic principles such as the structure of matter, biological evolution, human behavior, and thermodynamics. The 200-level courses include both traditional advanced study in each discipline as well as integrative courses such as oceanography, earth sciences, astronomy, and human biochemistry and health. This area conveys a respect for the natural world, extends scientific literacy, and refines the modes of thought that characterize scientific inquiry.

The Natural and Mathematical Sciences: Goals

- study the makeup and workings of the natural world and the beings inhabiting it
- examine the historical development and current status of scientific methods, concepts, and principles, allowing contemporary scientific knowledge to be placed in its proper context
- develop the student’s own problem-solving and laboratory skills, so that the student can better understand how scientific research works

Wildcard Courses

GNED-150 General Education Area 5 Topic
GNED-250 General Education Area 5 Topic

Wildcards are original, timely courses offered on a one-time basis, affording an opportunity to try out new ideas. New courses are often (but not always) offered as wildcards as a prelude to proposal for a permanent place in the General Education program. Subject to the approval of the General Education Curriculum Committee, wildcards can be offered by any teaching unit. Offerings vary each semester.

Sophomore Seminars

Sophomore Seminars are interdisciplinary or multi-disciplinary courses that integrate approaches and methods from two or more disciplines. Students are exposed to multiple modes of thinking about subjects, concepts, and problems, and engage in evaluating complementary and competing ways of knowing. Sophomore Seminars can be offered by any teaching unit at the 200-level under the GNED prefix, and are specifically designed to meet the learning goals of two or more Foundational Areas. Offerings vary each semester.

Foundational Area 5 Courses

Note: Students must select at least one Foundational Area 5 course with a lab component, for a total of 7 credits (or more) in this area. Courses with a lab component are marked below with an asterisk (*).

ANTH-250 Human Origins
BIO-100 Great Experiments in Biology *
BIO-110 General Biology I *
BIO-200 Structure and Function of the Human Body
BIO-210 General Biology II *
   (prerequisite: BIO-110 General Biology I)
BIO-220 The Case for Evolution
BIO-240 Oceanography
CHEM-100 The Molecular World *
CHEM-110 General Chemistry I *
CHEM-150 Chemistry of Cooking *
CHEM-205 The Human Genome
CHEM-210 General Chemistry II *
   (prerequisite: CHEM-110 General Chemistry I)
CHEM-230 Earth Sciences
CHEM-250 Criminalistics, Crime, and Society
ENVS-150 Sustainable Earth *
ENVS-220 Energy and Resources
ENVS-250 Living in the Environment
HFIT-205 Introduction to Nutrition
PHYS-100 Physics for the Modern World *
PHYS-105 General Physics I *
PHYS-110 Principles of Physics I *
PHYS-200 Physics for a New Millennium
PHYS-205 General Physics II *
   (prerequisite: PHYS-105 General Physics I)
PHYS-210 Principles of Physics II *
   (prerequisite: PHYS-110 Principles of Physics I)
PHYS-220 Astronomy
PSYC-115 Psychology as a Natural Science and
   PSYC-116 Psychology as a Natural Science Lab)
PSYC-200 Behavior Principles
PSYC-220 The Senses
PSYC-240 Drugs and Behavior
Undergraduate Academic Honors

Dean’s List

Each academic unit issues a dean’s list of its undergraduate students who receive honors at the end of each semester. The minimum standard for inclusion in the list is a 3.67 grade point average for the semester, earned in a full-time undergraduate program of not fewer than 15 completed credit hours of which at least 12 hours must be completed for A–F grade credit with a passing grade.

Graduation Honors

Undergraduate graduation honors at American University include Latin Honors, based on cumulative grade point average, and University Honors, based on a combination of honors course options, cumulative grade point average, and completion of an honors capstone. To be eligible for graduation honors, students must have completed at least 60 credit hours required for their degree in residence at American University and have achieved the requisite grade point average. Both Latin Honors and University Honors are listed in the commencement program and on the student’s diploma and permanent record.

Latin Honors

Latin Honors are calculated and recorded on the transcript and diploma by the Office of the University Registrar upon graduation. To be eligible for Latin Honors, students must complete in residence at least half of the required credit hours needed for a degree at American University (60 of the 120 earned credits) and must achieve the requisite cumulative grade point average as indicated:

- summa cum laude: 3.91 or higher
- magna cum laude: 3.81 through 3.90
- cum laude: 3.67 through 3.80

University Honors Program

The University Honors Program is a comprehensive program of honors options drawn from the General Education curriculum and departmental course offerings to qualified undergraduate students. The program is characterized by small seminars, individualized attention from faculty, unique access to the resources of Washington, DC and the special atmosphere of an honors community of committed faculty and students.

Qualified entering freshmen, transfer students, and current students are eligible to apply for admission to the Honors program. Entering freshmen are admitted to the program based upon excellence in their high school academic performance and documented potential for high performance as undergraduate students. Other students may be admitted to the program at the discretion of the honors director if they have achieved a cumulative grade point average (GPA) of 3.50 for their first 30 earned credits at American University.

Students entering the program as freshmen must complete a minimum of 30 credit hours in designated Honors course work with a grade of B or better in each of the Honors courses and a cumulative GPA of 3.50 or above. Students who enter the University Honors Program after the freshman year are required to complete the number of required hours determined by the director of the University Honors Program.

Students who complete the upper-level requirements for University Honors in their major will, upon recommendation by their teaching unit or equivalent, receive University Honors in their major or majors. Alternatively, students who fulfill the upper-level requirements through University Honors seminars or through interdisciplinary course work will graduate with University Honors.

All University Honors students are required to meet with their Honors counselor for advisement before registering each semester.

For more information contact the University Honors Program at 202-885-6194.
Graduate Rules and Regulations

Graduate Academic Regulations

Graduate students are governed by the Academic Rules and Regulations in place at American University for the conduct of graduate education in academic programs housed in Schools and Colleges other than the Washington College of Law. Graduate students in the Washington College of Law are governed by the academic rules and regulations specific to the Washington College of Law, except in those instances when they are enrolled in a joint program between another unit at American University and the Washington College of Law. When enrolled in a joint program, students must satisfy the Academic Rules and Regulations that relate to both units in which their degree is housed. Based on a compelling rationale, an appeal may be made with respect to a specific graduate academic regulation by a graduate student or faculty member. Students filing appeal requests should begin with a written request to their academic advisor. The complete Graduate Academic Rules and Regulations may be found at www.american.edu/provost.

Academic Load and Enrollment Status

Full-time student status is defined as registration for nine semester credit hours during both the fall and spring semesters, or by enrollment for four semester credit hours during the summer semester. Enrollments in all summer sessions during a calendar year will be added to determine the total summer enrollment. Half-time student status is defined as registration for five semester credit hours during both the fall and spring semesters, or by enrollment for two semester credit hours during the summer semester. Students who are registered for more than a half-time credit load in any semester, but less than a full-time credit load for that semester, will be considered half-time students.

Graduate students must remain registered for a full-time course load under specific conditions that include: holding a halftime Graduate Teaching Assistant or Research Assistant award; holding a University Graduate Fellowship; having particular types of student loans; and, having international student status. Associate Deans of academic units will contact the Office of the Registrar each semester following the end of the drop/add period to obtain enrollment information to check the full-time status of graduate students who are required to be enrolled full-time. It is the responsibility of individual graduate students to understand how changes in course load or full-time status may have an impact on payment schedules or other conditions of their obligations to entities providing them with educational loans.

Good Academic Standing

Graduate students are in Good Academic Standing when they are maintaining at least a 3.0 cumulative GPA and are either enrolled in semester classes or are eligible to enroll in subsequent semester classes.

Satisfactory Academic Progress

Students are making Satisfactory Academic Progress when, in addition to being in Good Academic Standing and meeting any higher standards for the GPA that individual programs might set, they are: meeting on time the defined milestones in their Program of Study and they have received credit in at least two-thirds of the courses which they have attempted. For master's students, such milestones include, but are not limited to, completing the required coursework and completing the capstone experience satisfactorily. For doctoral students, milestones include, but are not limited to, completing the required coursework, passing the comprehensive examination(s) or equivalent, defending the dissertation proposal, completing the dissertation, and defending the completed dissertation.

For students writing a thesis or dissertation, it is the collective responsibility of the student and the student's Thesis Advisor or Dissertation Committee Chair to ensure that Satisfactory Academic Progress is being maintained. This process is coordinated by the student's Thesis Advisor or Dissertation Committee Chair, and oversight authority rests with the Graduate Program Director. Thesis Advisors and Dissertation Committee Chairs are required to review annually all students conducting theses or dissertations to determine that they are making Satisfactory Academic Progress, and to (1) inform the student, and (2) inform the Graduate Program Director, who will communicate the finding to the Associate Dean of the Academic Unit. Students may request of the Graduate Program Director, at least once each semester, that their Thesis Director or Dissertation Committee Chair meet with them to discuss progress on the thesis or dissertation.
Academic Integrity Code

Students are bound by the University’s Academic Integrity Code, which ensures that all work done in pursuit of a degree whether graded or ungraded, formal or informal, meets the highest standards of academic honesty. The baseline sanction for a first-time offense for graduate students violating the code is suspension from the university, although academic dismissal is also a common sanction. Suspension and academic dismissal are permanently recorded on the transcript as a violation of the Academic Integrity Code. For more information, see page 47 of this catalog.

Academic Probation, Warning, and Dismissal

The Registrar will place students on Academic Probation when, after attempting at least 9 credit hours of coursework, their cumulative GPA falls below 3.00 or when students fail to receive credit in at least two-thirds of the courses they attempt. Full-time students will be placed on Academic Probation for one semester. Part-time students will be placed on Academic Probation for the time it takes them to attempt 9 more credits, or three semesters, whichever is shorter. The Registrar will inform the students of their probationary status in writing. This notification should also inform the students that they cannot receive an incomplete grade while they are on Academic Probation status. After the Academic Probation period is completed, students who fail to bring their cumulative GPA up to 3.00 or fail to raise their course completion rate will be permanently dismissed from the University by the Registrar.

If the Program Director or Associate Dean of an academic unit determines that a student is not making Satisfactory Academic Progress for reasons other than failure to maintain GPA and course completion requirements, the Dean may decide to either issue an Academic Warning, place the student on Academic Probation, or academically dismiss the student. The Dean must notify the Registrar of the decision to apply a sanction. The Registrar will notify each student of the decision and the reason for the decision. In the case of either an Academic Warning or Academic Probation notice, the Registrar must also inform the student in writing of the period for the warning or probation and of the conditions that must be met for the student to regain Satisfactory Academic Progress status. Customarily, students who are on an Academic Warning status for one semester are subject to Academic Probation in subsequent semesters, and students who remain on Academic Probation in a subsequent semester are subject to Academic Dismissal.

Academic Dismissals are permanently recorded on the transcript. Academic Warnings and Academic Probation are not.

Combined Bachelor's and Master's Degrees

American University offers students the opportunity to earn both undergraduate and graduate degrees through its combined bachelor's/master's programs. For more information, see page 57 of this catalog.

Continuous Enrollment

Once enrolled in a degree program, graduate students must maintain continuous enrollment at American University by registering for at least one semester hour of credit each fall and spring semester until the degree objective is reached. Students who fail to register and who have not requested and received a temporary leave (see page 53 for more information) will be dismissed from the University at the end of the academic term for which they failed to register.

Credit Requirements

Criteria for Graduate Academic Credit

Course numbers 600-800 are reserved for graduate courses. Required core courses that have key content in the discipline for graduate degrees at both the master's and doctoral degree are customarily at the 600 level. Courses at the 700 level are customarily advanced courses for master's programs, while courses at the 800 level are reserved for Ph.D. students. Graduate students will not receive credit for courses below the 500 level unless the course is an AU language course that is necessary for language proficiency levels for the graduate degree and is a graduate program requirement. Classes at the 600-800 level courses may not meet jointly with 100-, 200-, or 300-level courses. A 500-level course may be used for fulfillment of general master's degree requirements for courses of general importance to the discipline (e.g., elective courses), but, ordinarily, not for required core courses for master's or doctoral degrees. No undergraduate students may take 600-level courses except when (a) they are seeking a combined master's/bachelor's degree, (b) when the courses are cross-listed with undergraduate courses under an undergraduate number at the 400 level, or (c) by special permission of the Associate Dean of the academic unit. Grades of C- or lower will not be accepted as fulfilling the requirements of the Program of Study but will be calculated in the cumulative GPA. Individual programs may set higher standards.

Transfer Credits

Students may request to transfer credit for courses taken at an institution outside of the Consortium of Universities of the Washington Metropolitan Area, prior to their admission to a graduate program at AU. They must receive prior approval from their Graduate Program Director within the first semester of their program and the courses must be included in their Program of Study. Students must give the Graduate Program Director an official transcript of the course and a course syllabus for each course requested for transfer. Courses must be completed with a
grade of B (3.0) or better and must be completed no later than five years prior to the beginning of the semester in which the student is admitted to a graduate program. Graduate programs may require that courses requested to be transferred be completed more recently than this and may limit the number of credits that may be transferred beyond the university limit.

Customarily the number of total credits transferred for a single degree program would be no greater than six credits, but in all cases the number of allowable transfer credits is limited by residency requirements. In no case may graduate credit be given for coursework designated as solely undergraduate by the institution where the coursework was completed. Courses proposed for transfer cannot have been used as credits toward a completed degree in the same field at another institution. Decisions by Graduate Program Directors with regard to allowable transfer credits may be appealed to the Vice Provost for Graduate Studies and Research.

In Residence Credit and Residency Requirements

Courses are considered in residence when they are taken at American University, through an AU-coordinated off-site or on-line program, or through any member of the Consortium of Universities of the Washington Metropolitan Area. Courses considered not in residence include those transferred from another institution into AU. Courses that are not taken in residence are not included in the computation of the GPA.

Both master's and doctoral degrees require a minimum of 18 semester credit hours of in residence graduate course work, while enrolled in a degree program, exclusive of 797, 898, or 899. Students in the Dual Degree option must complete a minimum of 36 semester credit hours of in residence coursework at American University, with at least 50 percent of the credits unique to each degree. Individual program requirements may require more than 18 credit hours for either or both degrees. Courses used to satisfy residence credit requirements for an undergraduate degree may not also be used to satisfy parallel requirements for a dual master's degree.

Repetition of Courses

Graduate students may repeat only once a course they have previously completed and failed or from which they have withdrawn. They may repeat only two courses in this fashion during a graduate program of study. Grades for each attempt are shown on the transcript and are used to compute the overall GPA, but credits for only one passed course are included in the credits required for the graduate degree.

Grading System

Grade Point Average (GPA)

The grading scale and the grade calculations used in the graduate GPA are equivalent to those used for undergraduate students (see page 51 for more information).

Included in the calculation of the cumulative GPA for graduate students are all graduate-level courses taken at AU and courses taken from the Consortium of Universities of the Washington Metropolitan Area as required by the Program of Study. Credits accepted as transfer credit from other institutions or earned during a permit to study at another domestic or foreign institution are included in the total number of credit hours applicable to degree requirements, but grades earned in such courses are not recorded on the transcript at American University and are not used in the calculation of the GPA needed for graduation. Determination of the cumulative GPA for graduate students, and the notification of graduate students regarding any deficiencies in GPA is the responsibility of the Office of the Registrar.

Pass/Fail

Graduate students may not choose the pass/fail option over the letter-grade option in courses that are part of their Program of Study. However, in some instances, courses that can only be taken pass/fail may be included as part of a student's Program of Study. A grade of Pass for a graduate student indicates performance of no less than a B which indicates at numeric equivalent of 3.0. Neither Pass nor Fail grades are used to compute the GPA. Graduate students may register for courses with an audit grade option that are not part of their Program of Study.

Satisfactory Progress (SP)/Unsatisfactory Progress (UP)

Thesis (797) and dissertation (898, 899) course credits are graded as Satisfactory Progress (SP) or Unsatisfactory Progress (UP). With grades of either SP or UP, students receive credit for these courses but the grades earned are not used in computing the GPA. These grades do not change upon the completion of the thesis or dissertation, and neither thesis nor dissertation credits may be retaken to change a previously assigned UP to an SP.

Incomplete Grades

The instructor of record may assign an Incomplete status for a grade when extenuating circumstances prevent a student, who has otherwise completed the majority of the work in the course, from completing all work during the stated instructional period. Students on probation may not receive an Incomplete (see page 52 for more information).

Audit

Graduate students may register for courses with an audit grade option that are not part of their Program of Study. Faculty will establish standards for class participation and/or attendance for auditing students. When auditing students fail to meet those standards, the instructor will assign the grade of ZL (administrative withdrawal from audit). Tuition for courses registered for an audit grade option will be billed at the same rate as courses registered for academic credit (see page 36 for more information).
Graduate Research Assistantships (RA)

A research assistant (RA) is a graduate student who assists a faculty member with academic research. Research assistants are not independent researchers and are not directly responsible for the outcome of the research. They are responsible to a research supervisor or principal investigator.

The work assignments for RAs must be significantly more academically substantive than administrative. Requirements for RA awards are typically fulfilled with 600 hours of work per academic year, often with a 20 hour assignment per week over two traditional semesters, but may be fewer hours per week for a longer period, with proportional reductions in the amount of the associated monthly stipend. The Vice Provost for Graduate Studies and Research can, in cases where a compelling rationale exists, authorize a graduate student with an RA award to work more than 20 hours per week.

Graduate Teaching Assistantships (TA)

A teaching assistant (TA) is customarily a graduate student who assists an instructor with instructional activities. TA responsibilities vary greatly and may include the following: tutoring; holding office hours; assisting with grading homework or exams; administering tests or exams; assisting an instructor with a large lecture class by teaching students in recitation, laboratory, or discussion sessions. Students who assist with grading may not grade assignments or exams for students at their own or higher degree level; e.g., a doctoral student may assist with grading master's and undergraduate work; a master's student may assist with grading undergraduate work. Advanced doctoral students who are awarded teaching assistantships may also be the instructor of record for an undergraduate course.

The work assignments for TAs must be significantly more academically substantive than administrative. Requirements for TA awards are typically fulfilled with 600 hours of work per academic year, often with a 20 hour assignment per week over two traditional semesters, but may be fewer hours per week for a longer period, with proportional reductions in the amount of the associated monthly stipend. The Vice Provost for Graduate Studies and Research can, in cases where a compelling rationale exists, authorize a graduate student with a TA award to work more than 20 hours per week.

Independent Studies

With the approval of their Graduate Program Director, students making Satisfactory Academic Progress may register for an independent study. The independent study must be identified as a course in the Program of Study. Before registration, the student and the supervising faculty member must agree upon and document the title, objective, scope, credit value (1 to 6 credit hours), and the method of evaluation for the independent study. The instructor must notify the Graduate Program Director of the agreement for the independent study. Students will not have more than 9 Independent Study credit hours in any graduate program. Individual programs may set lower limits.

Internships

Graduate students may enroll in credit-bearing, paid, or unpaid work assignments (internships) with a significant academic component under the guidance of a faculty member. The work for the internship may be no more than 15% administrative in nature, and instructors must weigh the academic component as at least half of the course grade. The internship must be identified as a course on the Program of Study. Internships may be taken for variable credit. With the approval of the Director of the Graduate Program, students may enroll for 1 to 6 credits. Over the 14 weeks of a traditional semester (or the equivalent for summer or special term classes), a student will work typically an average of 7 hours per week for 1 internship credit, 10 hours for 2 credits, 14 hours for 3 credits, 18 hours for 4 credits, 22 hours for 5 credits, and 26 hours for 6 credits. Customarily, students will not have more than 6 Internship Study credit hours in any graduate program. Individual programs may set lower limits.

Program of Study

The Program of Study is an individualized, formal plan describing the program requirements a student must meet to complete a specific degree, including the dates by which each requirement is expected to be completed. Students must meet with a designated advisor to outline their Program of Study by the end of their first semester in the program, and earlier as appropriate. Thereafter, students are expected to meet as needed with their designated advisor or Program Director to monitor their status related to Good Academic Standing and Satisfactory Academic Progress and to update the Program of Study as needed.

Research Assurances and Research Ethics Training

Graduate students at American University who are conducting independent research are responsible for obtaining the appropriate research assurances for research that involves: human participants, animal subjects, recombinant DNA, infectious materials, select or toxic agents, or human materials. For application forms and guidelines, please see AU’s Research website (www.american.edu/research/). Copies of research assurances must be presented to the Doctoral Program Director with the completed dissertation proposal at the time of the defense of the dissertation proposal.

Appropriate protocol review and oversight of faculty and student research is an essential component of Responsible Conduct of Research (RCR) training on campus. All graduate students who are conducting research in partial fulfillment of a master's thesis or doctoral dissertation are required to participate in RCR training. Documentation of RCR training must be presented to the Doctoral Program Director with the completed dis-
sertation proposal at the time of the defense of the dissertation proposal.

Data resulting from research projects, including thesis and dissertation research projects that do not receive a protocol review when appropriate from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) or Institutional Biosafety Committee (IBC) cannot be used to fulfill degree requirements, cannot be published and must be destroyed. A research protocol cannot be reviewed and approved retrospectively by an IRB, IACUC, or IBC. Willful avoidance of the oversight functions of University research review committees can result in a charge of research misconduct.

**Submission and Publication of Thesis/Dissertation**

Dissertations and theses must be submitted to the University Library in electronic format after final approval of the dissertation or thesis by the Examining Committee. Dissertations and theses submitted to the University through the ETD process will also be deposited in the AU Library's online electronic archive, the American University Research Commons (AURC), as well as ProQuest's Digital Dissertations. The submission of the thesis or dissertation to the University in fulfillment of degree requirements grants the University the one-time, non-exclusive right to publish the document in the American University Research Commons. Distribution is subject to a release date stipulated by the student and approved by the University. As the owner of the copyright of the thesis or dissertation, students have the exclusive right to reproduce, distribute, make derivative works based on, publicly perform and display their work, and to authorize others to exercise some or all of those rights.

**Time Limits to Degree**

Students are expected to complete their degree within the time frame specified below. Programs may set lower limits for all students or for individual students in their program. Time limits must be included in the Program of Study. The time to degree may be extended by the Vice Provost for Graduate Studies and Research for a compelling reason. Approved separations and leaves of absence do not count toward the time limits, but cannot be used for the sole purpose of extending the time to degree.

Master's students are expected to complete all degree requirements in no more than six years after the date of first enrollment in the degree program. Doctoral students are expected to complete all degree requirements in no more than nine years after the date of first enrollment in the degree program. Each semester, the Registrar will identify students who will exceed time limits to degree at the end of the current academic year and inform the students of the potential status change.

**Time Extensions**

Under compelling circumstance, doctoral students may apply for one-year extensions beyond the expected time to degree, for a maximum of three extensions. Students must petition the Graduate Program Director for each one-year extension. Petitions must include a timetable listing specific goals from the Program of Study to be accomplished during the extension. Each extension must be approved by the Associate Dean of the academic unit and the Vice Provost for Graduate Studies and Research. Additional extensions will not be approved.

**Study at Another Institution**

**Permit to Study at Another US Institution**

Students in good academic standing who wish to take courses at another US institution that would not be considered in residence courses, must receive prior approval by their Program Director and Associate Dean. Students will not be granted a Permit to Study at an institution in the Consortium of Universities of the Washington Metropolitan Area; the Consortium process should be followed. Students who want to apply a course to their graduate program of study must receive teaching unit or equivalent approval. Students must secure approval from the academic unit prior to registering for the course and such approval is granted only for specific courses. Customarily, students may transfer up to a maximum of 6 credits during the span of approved study at another US institution. Grades for courses taken during a Permit to Study at another institution are not recorded on the AU transcript and are not computed in the GPA, although they will count toward the total number of credits needed for graduation. However, students must meet the GPA requirements of American University for individual courses taken at other institutions as required for their graduate Program of Study. Students must satisfy any additional requirements provided on the Permit to Study form.

**Permit to Study Abroad**

Students in good academic standing who wish to study at any foreign university not partnered with AU must receive prior approval of their Graduate Program Director and the Associate Dean. Permission for such study is granted only when the student can demonstrate that the academic opportunity offered by the foreign university cannot be met through study at any one of AU's existing partner universities. Grades for courses taken during a Permit to Study Abroad are not recorded on the AU transcript and are not computed in the GPA, though they will count in the total number of credits needed for graduation. However, students must meet GPA requirements of American University for individual courses taken at other institutions as required for their graduate Program of Study. Students must satisfy any additional requirements provided on the Permit to Study Abroad form.
Master's Degree Requirements

Master's students must have an approved Program of Study that includes, but is not limited to, coursework and a capstone experience. A master's degree requires the completion of at least 30 semester credit hours of graduate work. The requirement for residence credit must be met. A detailed description of the degree requirements can be obtained from each graduate program and must be posted on the website of the teaching unit.

Capstone Experience

One capstone experience (e.g., thesis, research project, practicum, internship or other experience as determined by the graduate program) is required. The nature and scope of the capstone experience is determined by the graduate program and is included in the Program of Study. If the capstone is a comprehensive examination, the structure, content, and grading of the examination, as well as any policy on retaking the examination will be determined by the teaching unit.

Thesis

Students writing a thesis as their capstone experience are expected to demonstrate their capacity to do original, independent research. Students must take no fewer than three semester credit hours of master's thesis research (797). Students continue to register for thesis credits each semester until the completion of the thesis. A thesis advisory committee shall consist of no fewer than two members of the AU faculty. In consultation with the Thesis Chair, the student solicits faculty for the committee and submits their names for approval by the Graduate Program Director.

Jointly Administered Degree Programs

A Jointly Administered Degree Program is a specified combination of courses, typically from more than one academic or teaching unit, that combines elements of the various courses of study in those units for the purpose of providing a combined program of study towards a specific degree. Both units have responsibilities to monitor student progress and provide academic advising. Upon completion of the Jointly Administered Degree Program, the student receives one graduate degree.

Dual Degree Programs

A Dual Degree Program is a combination of two separate approved degree programs. Upon completion of a Dual Degree Program, a student will be conferred the two degrees included in the Dual Degree Program. Credits that apply from one program to another must be approved by their respective Graduate Program Directors and under the following conditions:

- Students must meet all of the course, capstone, and other requirements for each degree program.
- The details for dual master's degrees must be approved by the Graduate Program Director and the Associate Dean of the academic unit for each of the two degrees. Candidates for dual master's degrees must submit a formal petition to the Graduate Program Director of each master's program before the conferral date of the first degree.
- The student applies for and receives each degree upon completion of all the requirements for that degree. The degrees may or may not be completed simultaneously.
- At least 50% of the courses taken in each program in the Dual Degree Program must be taken in residence, and students must satisfy residency requirements as specified in the graduate regulations.
Graduate Certificate Programs

Graduate Certificate Programs for Credit

Academic units and the School of Professional and Extended Studies, at their discretion, may develop and administer graduate certificate programs for which there is academic credit. All graduate certificate programs for credit must include a minimum of 12 semester credit hours. All course work must meet the same requirements as those used for graduate academic programs. Some certificate programs for graduate credit may have additional requirements. If approved by the academic or teaching unit that administers the certificate program, equivalent credits earned at an accredited college or university may be transferred toward a certificate at the following rates: 3 credit hours for certificates from 12 to 18 credit hours in length, and 6 credit hours for certificates over 18 credit hours in length.

Graduate students who are enrolled in masters and/or doctoral programs may pursue graduate certificates at the same time. Any sharing of the required semester hour credits between the graduate certificate and the graduate degree program will be determined by the Graduate Program Director. Students who are not enrolled in graduate degree programs but who are enrolled in graduate certificate programs are not permitted to enroll in courses in the Consortium of Universities of the Washington Metropolitan Area.

All students enrolled in graduate certificate programs must maintain a 3.0 grade point average to be considered as making satisfactory progress and to be awarded a certificate. Grades of C- or below in certificate program courses will not be accepted toward the fulfillment of certificate requirements although these grades will be included in the calculation of the cumulative GPA. Individual certificate programs may have higher standards. Students who do not achieve a 3.0 grade point average at any point after completing six credit hours are subject to an academic warning, probation, or dismissal from the certificate program. Students who do not achieve a 3.0 grade point average upon completion of 12 credit hours will be dismissed from the certificate program. The Office of the Registrar will identify students with deficiencies in their grade point average and notify both the student and the certificate program. Certificate students who are dismissed may seek readmission at the discretion of the Graduate Program Directors and will be subject to any new admissions and program requirements instituted since their last enrollment.

Students in certificate programs must complete a minimum of 6 credit hours during each 12-month period after the start of their first semester of enrollment. All graduate certificate programs must be completed within four years. Students who do not meet these minimum requirements will be dismissed from the certificate program. If a student is readmitted to the program, the acceptance of previously completed credits will be determined by the academic or teaching unit upon readmission. The completion of the certificate will be noted on the student's official transcript for the semester it was completed.

Graduate Certificate Programs not for Credit

Academic units, centers/institutes, and the School of Professional and Extended Studies, at their discretion, may develop and administer graduate certificate programs for which there is no academic credit.
**PhD Degree Requirements**

**Approved Program of Study**

All doctoral students must have an approved Program of Study (see page 74 for more information.) The ability to do independent research is an important part of the Program of Study and must be demonstrated by an original dissertation on a topic approved by the Director of the Doctoral Program in which the student is earning the degree. A dissertation is required of all candidates for a Ph.D. degree.

An approved Program of Study includes:

- Complete list of coursework
- Schedule with anticipated dates for:
  - planned courses in required and elective subjects,
  - the comprehensive examination(s) or equivalent,
  - an approved dissertation proposal, and
  - successful defense and completion of the dissertation.

**Degree Requirements**

The PhD degree requires a minimum of 18 semester hour credits of coursework completed in residence, exclusive of dissertation credits. Individual PhD programs at AU require additional semester credit hours, following the curriculum proposed by academic unit faculty and approved by the Faculty Senate Committee on Graduate Curriculum.

**Comprehensive Examination(s) or Equivalent**

The nature and scope of the comprehensive examination(s) or equivalent are determined by the PhD degree programs housed within specific academic units. Options other than a written exam may be used by a doctoral degree program to assess integration and synthesis of the body of knowledge accessed via the program curriculum, and related research, practicum, or internship experiences. The completed comprehensive examination(s) is typically read by two faculty readers from the academic unit and is rated "with distinction," "satisfactory" or "unsatisfactory" by each. In order to pass the examination, the student must obtain at least "satisfactory" on the examination from both readers. The faculty affiliated with a doctoral program may, however, elect to design a different system for grading comprehensive examinations in the academic unit.

A student who fails a comprehensive examination may apply to the Graduate Program Director for one additional attempt. If the Graduate Program Director approves the application, the retake of the exam should occur within six months of the date of the first attempt. Students who fail a retake attempt will be dismissed from the doctoral program. The Graduate Program Director will notify the Office of the Registrar of the outcome of all comprehensive exam attempts.

**PhD Dissertation Committee**

The appointment of the Dissertation Committee should be made well in advance of the defense of the dissertation proposal. All core Dissertation Committee members must hold the appropriate terminal degree. In consultation with the proposed Dissertation Committee Chair, the doctoral student solicits faculty for the committee and submits the names of the Chair and other committee members for approval by the Graduate Program Director. Once approved by the Graduate Program Director, the proposed membership of a Dissertation Committee is then approved by the Doctoral Council. If the status of any member of an approved Dissertation Committee changes, the doctoral student and the Graduate Program Director will recommend a replacement for approval by the Doctoral Council.

Customarily, the Dissertation Committee will have four or more core committee members, including the chair of the committee. The minimum number of core committee members, including the chair of the committee, is three. At least two of the core members must be full-time, tenure-line faculty members at American University and preferably from the program in which the student is enrolled. Qualified individuals, either outside the department or outside the University, may be invited to sit on a committee as external members once the minimum requirement of two internal full-time, tenure-line faculty from American University has been met. Together, the internal and external members form the core of the Dissertation Committee. Core members are charged with guiding the student and providing detailed feedback during the dissertation process.

The chair of the Dissertation Committee must be an AU faculty member who holds a tenured position. Untenured, tenure-line faculty may be appointed as co-chairs of Dissertation Committees, but must serve with a tenured faculty member. Adjunct faculty, term faculty, and faculty from other universities and emeritus faculty may not chair a Dissertation Committee but may serve on it. A Dissertation Committee chair who retires or leaves the University before the dissertation is complete may petition the Doctoral Council to remain on the committee as chair, as a co-chair, or as a member.

At the time of the final examination of the dissertation, at least one additional member will join the core of the dissertation committee as an outside reader for the final examination. The purpose of the outside reader(s) is to provide a review of the dissertation by a colleague with the appropriate terminal degree who is an expert in the subject matter of the dissertation. The outside reader should have no direct association with the student. An outside reader serves an advisory role, and the charge to the outside reader is to determine if the dissertation meets general standards in the field, not necessarily to critique the work in detail. Once the dissertation has been defended successfully, all committee members sign the dissertation approval form.
Advancement to Candidacy

Students advance to doctoral candidacy when they have completed all of the courses on their Program of Study, passed their comprehensive examination or equivalent, and defended successfully their dissertation proposal. Advancement to candidacy normally occurs by the end of the third year of study but may vary among doctoral programs. At the time of advancement to candidacy, students who have not petitioned for or received en passant degrees (e.g., MA, MS) will automatically be considered for such degrees. If a student advances to candidacy after the deadline to submit a petition for the degree in that term, the student will be considered for a degree in the following term. Students who do not advance to candidacy may receive a master's degree according to the established guidelines in their graduate program.

Once doctoral students advance to candidacy, they will only need to register for dissertation continuing enrollment (899) for up to nine (9) credit hours per semester or a total of 18 credit hours per academic year. They will continue to register as full-time students until they defend their dissertations. AU doctoral students who have been admitted to doctoral candidacy must register and pay for dissertation continuing enrollment credit hours and related services during fall and spring semesters of the academic year, unless they have an approved temporary leave from the University.

Examination of Dissertation

Each doctoral candidate is required to defend orally his or her doctoral dissertation as a requirement in partial fulfillment of the doctoral degree. The requirement for a dissertation examination is separate from, and is not fulfilled by, a comprehensive examination(s). The dissertation examination will consist of a public presentation by the candidate on the research reported in the dissertation, followed by a formal, public examination of the candidate by the Dissertation Committee. The Doctoral Program Director is responsible for posting publically the announcement of the oral defense of the dissertation seven days prior to the date of the oral defense.

The Dissertation Committee has the following options:

- To accept the dissertation without any recommendations for changes and sign the appropriate form.
- To accept the dissertation with recommendations for minor changes and, except for the chair, sign the appropriate form. The chair then will oversee and approve all required changes to the dissertation. Upon the chair's approval, the chair will sign the appropriate form.
- To recommend major revisions to the dissertation and to not sign the appropriate form until the candidate has made the required changes and submitted the revised dissertation to the Dissertation Committee for additional review and approval. Upon their approval, members of the Dissertation Committee sign the appropriate form for the revised dissertation.
- To recommend revisions and convene a second meeting of the Dissertation Committee to review the dissertation and complete the candidate's examination.
- To evaluate the dissertation, including its examination, as unsatisfactory. If the candidate fails, the candidate can petition the Dissertation Committee chair and the Dissertation Committee for one retake. Following the examination, the chair must inform the candidate of the outcome of the examination. The chair signs the appropriate form indicating which of the above alternatives has been adopted by the Dissertation Committee. A copy of this statement is to be included in the student's file at the doctoral program office of the academic unit, and a copy is given to the student. The Doctoral Program Director will provide a copy of notice of the outcome of the examination to the Office of the Registrar.