

Petitions for Exceptions to Graduate Academic Regulations at American University: Decision Chart

Title	Description	Final Decision
Minimum requirements for full admission	B.A. from accredited U.S. institution or equivalent	Very rare, VPGSR
	GPA requirements for full admission	Very rare, academic unit
	Language proficiency for international students	No exceptions
Provisional admission	GPA requirement after 9 credits	No exceptions
Combined bachelor's/master's programs	Admission when applicant has between 75 and 90 completed undergraduate credits	Very rare, academic unit
	Only one graduate degree can be earned as part of a combined degree	No exceptions
	Requirements for enrollment in the graduate program (good standing, meets all requirements, all undergraduate requirements complete)	No exceptions
	Number of credits shared between bachelor's and master degrees	No exceptions
Transfer of non-degree or certificate credits to a graduate degree program	Limited to 12	Rare, academic unit
Grading System		
Courses included in the GPA		No exceptions
Grades calculated in GPA		No exceptions
Pass/fail grades	Pass/Fail courses rare in the POS	Rare, academic unit
Thesis, dissertation credit grades	SP = Satisfactory Progress, UP = Unsatisfactory Progress for 797 and 899 courses	No exceptions
Incompletes	No incompletes while on probation	Very rare; VPGSR
	Incomplete extension beyond following semester/per extension	Very Rare, Associate Dean approves
	Incomplete cannot be dropped once it has been granted	No exceptions
In progress (IP)	IP only for designated courses	Preapproved, designated courses by Academic Unit Curriculum Committee. No exceptions after the fact

Independent Studies	A graduate POS can contain no more than 9 independent study credits.	No exceptions, program can impose lower limits
Internships	Work for the internship cannot be more than 15% administrative in nature	No exceptions
	Average weekly hours	Rare, Associate Dean Approves
	POS will have no more than 6 internship credits	Very rare, Associate Dean approves
Evaluation and academic performance		
Repetition of courses	Maximum of 2 attempts. Only two courses in POS may be repeated	No exceptions
Good academic standing	Minimum GPA requirements	No exceptions
Satisfactory academic progress	Credit in 2/3 of attempted courses AND meeting the defined milestones in the POS	No exceptions
	Annual review of all thesis and dissertation projects by their faculty committees for progress is required	No exceptions
Academic warning	For lack of satisfactory academic progress	Determined by graduate program or academic unit
Academic probation	GPA below 3.0 or student obtains credit for less than 2/3 of attempted courses (after 9 credits)	No exceptions
Academic probation and dismissal	Full-Time: Probation for one semester, if GPA or credit for attempted courses does not return above thresholds, student is dismissed. Part-time: Probation lasts for 9 additional credits or three semesters, whichever is shorter.	No exceptions
	Probation status, maximum of three semesters in total	No exceptions
	Permanently dismissed	No exceptions
Graduate assistantship	.5 FTE Assistantships require 600 hours of work assignments in academic year	No exceptions
	Students on assistantship may work more hours	Rare, VPGRS approves
General degree requirements		
Program of study	Written POS by end of first semester in program	Rare, Program Director
Course levels	Differentiation among 500-, 600-700, and 800-level courses	No exceptions
	Undergraduates in 600-level courses	Only if cross-registered, for a combined BA/MA program or by permission of Associate Dean
	800-level courses limited to doctoral students	No exceptions

	Doctoral students register for 899 after they have advanced to doctoral candidacy	No exceptions
	Doctoral students advanced to candidacy register for 9 credits of 899 per semester (fall, spring) until a successful defense of the completed dissertation	No exceptions
	700- and 800-level courses cannot be cross-registered with undergraduate courses	No exceptions
	No graduate course may be cross-registered with a 100-, 200-, or 300-level course	No exceptions
Undergraduate courses that count toward graduate degree	AU language courses required for language proficiency requirement OR courses cross-registered at the 400/600 levels	No exceptions
Designation of full-time, half-time, and part-time students	Full-time: 9 credits (fall, spring); 4 credits (summer) Half-time: 5 credits (fall, spring); 2 credits (summer)	No exceptions
	Full-time status required for some awards (.5 FTE GA awards, some graduate fellowships, international student status). Half-time status required for specific forms of financial aid	No exceptions
Continuous enrollment	Continuous enrollment for one or more graduate credits (spring, fall) is required until degree completion	No exceptions
Thesis and dissertation submission	Submission is via ETD. Library no longer accepts submission of paper copies	No exceptions
Research assurances and research ethics training	Research assurances must be obtained before start of research. Students conducting thesis or dissertation research must complete online RCR training	No exceptions
Time limits to degree	Master's programs: Six years Doctoral programs: Nine years	Extensions approved by VPGSR
Extension of time limits to graduate degree	Maximum of three one-year extensions for doctoral students, each approved by the GPD, Associate Dean and the VPGSR	No exceptions
Credit requirements		
Minimum grades	C- or lower not accepted as fulfilling the requirements of the POS for degree	No exceptions
Transfer credits	Need approval from GPD in first semester of program when POS is determined. Courses cannot be more than five years old and grades must be a B or higher. Limit for number of transferred credits is 6. Courses cannot have been used for another completed degree	Very rare, VPGSR
In residence credit requirement	Minimum 18 in-residence credits, exclusive of 797 or 899. Dual degree options require 36 credits of in-residence coursework	No exceptions
Permit to study at another U.S. institution	Maximum of 6 credits	Academic Unit
Permit to study abroad		GPD and Academic Unit (both have to approve)

Requirements for a master's degree		
Program of study	Written POS agreed upon in first semester	No exceptions
Minimum number of credits	30	No exceptions
Capstone experience	One thesis, research project, practicum, internship or other integrative experience is required	No exceptions
Master's thesis	3 credits 797 required, continue to register for 797 until thesis is successfully defended. Thesis committee has a minimum of two members	No exceptions
Graduate certificate programs		
Minimum number of credits	12	No exceptions
Course requirements	Same as course requirements for graduate degrees	No exceptions
Transfer credits	Up to 3 for certificates 12-18 credits in length; Up to 6 for certificates over 18 credits in length	No exceptions
Credit sharing with degree program		Determined by academic unit
Consortium courses	Only allowed if student is in a degree program	No exceptions
Minimum GPA	3.0 for good academic standing. Less than a 3.0 after 6 credits requires academic warning, probation or dismissal. Less than a 3.0 after 12 credits requires dismissal	No exceptions
Minimum grades	C- or lower not accepted as fulfilling the requirements of the certificate	No exceptions
Satisfactory progress	6 completed credits in each 12-month period. All certificates must be completed in a four-year period	No exceptions
Requirements for a doctoral degree		
Program of study	Written POS agreed upon in first semester	No exceptions
Minimum number of credits	Minimum 18 in-residence credits, exclusive of 899	No exceptions
Comprehensive exam	Required in POS	No exceptions
	One retake maximum, within six months of the first attempt	Very rare, extension can be approved by Associate Dean
Dissertation committee	Minimum of 3 core members, 2 of which are full-time tenure-line AU faculty in program. Chair is tenured, untenured faculty may be co-chairs. Outside reader joins committee at time of defense	Exceptions vary rare, VPGSR
Advancement to candidacy	Advancement occurs following completion of coursework, completion of comprehensive exam(s) and successful defense of dissertation proposal	No exceptions
Examination of dissertation	Public presentation and oral defense required	No exceptions
Registration policies		
Initial registration	Regular registration period to avoid penalty. Routine consultation with academic advisor recommended	Academic unit

International students	Must consult with ISSS for a range of registration issues	No exceptions
Changes in registration		
	Add after add-drop period during same term	Associate Dean
	Retroactive add/drop for past terms	VPGSR
	Change in grade type	No exceptions
	Drop course after Week 8 (or equivalent)	Associate Dean
	Dropping all courses simultaneously	No exceptions
	Reduction of course load due to medical reasons	Academic unit approval only with verification of medical documentation from Office of Dean of Students
Interruptions in studies		
	Interruptions of studies due to temporary leaves and separations from the university	NA
	Temporary leaves	No exceptions
	General temporary leave	Academic unit
	Medical temporary leave	Academic unit approval only with verification of medical documentation from Office of Dean of Students
	National service or military temporary leave	No exceptions
	Voluntary separation from the university	No exceptions
	Involuntary suspension	Dean of Students and Academic unit
	Interruption of studies caused by emergencies, hostilities or war	No exceptions
	Trauma and bereavement policy	Academic unit

A petitioner may have only one appeal to a final decision that is a rejection of a petition:

Final Rejection Decision by:	Appeal to:
Academic Advisor	Associate Dean
Associate Dean	Dean
University official (other than Vice Provost for Graduate Studies and Research)	Vice Provost for Graduate Studies and Research
Vice Provost for Graduate Studies and	Provost

Research	
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