New Graduate Regulations at AU: What Current AU Students Need to Know
Structure of Presentation

- Evaluation of Academic Performance
- Graduate Assistantships
- Degree Requirements
  - Master’s Degrees
  - Doctoral Degrees
- Registration Policies
- Exceptions Process
Evaluation of Academic Performance I

- **Graduate GPA**
  - Includes all graduate course at AU and Consortium partners
  - Transfer courses not included

- **Same grading scale used for both graduate and undergraduate students at AU**

- **SP and UP grades** for thesis and dissertation credits

- **Limitations on use of pass/fail grading option**

- **Limit of 9 independent study credits in graduate POS**

- **Internship credits clearly linked to average weekly hours worked**
Incompletes:

- Incomplete contract is completed **before grades are posted**. Instructor specifies completion conditions and grade if coursework is not completed.
- Completion required **before end of next semester**
- Extensions only for extraordinary circumstances
- Once an incomplete is granted, a course cannot be dropped
Repetition of Courses
- Graduate students may repeat a specific course once
- Only two courses may be repeated by a graduate student

Criteria for Good Academic Standing
- GPA of 3.00 and current enrollment or eligibility

Criteria for Satisfactory Academic Progress
- Timely completion of milestones in graduate POS
- Credit in 2/3 of courses attempted

New procedures intended to increase timely degree completion
After 9 credits, students with GPAs < 3.00 or who receive credit on < 2/3 of courses will be placed on probation for one semester (if full-time) or an additional 9 credits (if part-time). Failure to meet minimum performance standards will result in dismissal from the University. No incompletes while a student is on probation. Academic warnings are at the discretion of the unit, while probation and dismissal are not. Only dismissals are recorded on a graduate student’s official transcript.
Graduate Assistantships

GTA and GRA duties described in graduate regulations

- GAs should not evaluate students at the same level
- GA awards require 600 hours work in academic year, which can be implemented in a flexible manner
- GA award assumes full-time status
- GA assignments must be more academically substantive than administrative
General Graduate Degree Requirements I

- Graduate program of study (POS) required early
- Enrollment for graduate courses
  - 500-level: open to undergraduate and graduate students
  - 600- and 700-level: open to graduate students and undergraduate students in combined BA/MA programs
  - 800-level: open to doctoral students only
  - 899 course registration required following admission to candidacy, special pricing arrangement
  - Undergraduate language courses may be included in the POS and paid for with GFA funds
  - In cross-listed 400/600 courses, expectations for graduate and undergraduate students must be explicitly differentiated
Full-time status

- Full-time = 9 credits in fall, spring and 4 credits in summer
- Half-time = 5 credits in fall, spring and 2 credits in summer
- Status is tied to eligibility for specific types of assistantships, fellowships, loans, and international students visa status
- One-year phase-out of “in-lieu” designation
General Graduate Degree Requirements III

- **Continuous enrollment** during graduate career
- Electronic submission of theses and dissertations
- Where appropriate, research assurances and training in research ethics (i.e., RCR) are mandated
- **Time limits** for graduate degrees
  - Master’s degrees (six years)
  - Doctoral degrees (nine years)
  - Extensions for doctoral students may be applied for, and must be approved
General Graduate Degree Requirements IV

- **Requirements for transfer credits** delineated
  - Courses should be articulated in first semester with POS
  - Courses must be less than 5 years old, minimum grade of B
  - Limit of six credits,
  - Courses cannot be solely undergraduate credits or used previously toward completion of a degree

- **In Residence Credits**
  - Courses taken at AU or other Consortium universities
  - Used to calculate graduate GPA
  - MS/MA and Ph.D. programs require 18 in-residence credits

- **Requirements for permits to study at another U.S. institution or a foreign institution** delineated
Requirements for a Master’s Degree

- Graduate POS
- Minimum of 30 credits of graduate coursework
- One capstone experience as specified by the master’s programs
- Thesis requirements include:
  - Minimum of two members on thesis committee
  - Minimum of 3 thesis credits
- Graduate regulations also delineate special requirements for dual degree programs and jointly administered graduate programs
Graduate Certificate Programs

- Require a minimum of **12** credits
- **Transfers** of up to 3 credits for a certificate of 12-18 credits and up to 6 credits for one over 18 credits
- Courses must have grades of **C or better**
- Minimum final GPA must be **3.00** or higher
- Academic warning after 6 credits if GPA < 3.00
- Academic dismissal after 12 credits if GPA < 3.00
- Students must complete **6 credits** per 12-month span
- All courses must be completed in **four years**
Requirements for a Ph.D. Degree

- Graduate POS with coursework and timeline
- Minimum of 18 credits in residence coursework
- Comprehensive exam as specified by program
  - One retake permitted if comprehensive exam failed
  - Retake must occur within six months
- Dissertation committee
  - Three or more core members with terminal degrees
  - Two full-time tenure-line AU faculty members
  - Committee chair must be tenured
  - One additional outside member joins the committee at the time of the defense as a reader in an advisory role
  - Approval by Doctoral Council required
Registration

- International students consult ISSS for requirements
- Students may add courses after drop/add period with permission of instructor and GPD
- Students may drop courses or change grade type until Week 8 of semester
- After Week 8, Associate Dean must approve drops
- No drops after last class of course
Temporary Leaves

- Temporary interruption of studies, with return to active status at AU anticipated
  - Withdrawal from classes, application to Registrar
  - Reappplication if leave is more than one semester
  - Does not count toward time limit to degree
  - Eligibility for financial aid and other awards impacted
  - Cannot be used to avoid disciplinary action due to a violation of University policy

- More specific requirements attached to leaves for general purposes, medical issues, or military service
Separations from the University

- **Voluntary Separation**
  - Application to the Registrar up to the last day of classes
  - May be used only once
  - Results in receipt of a “W” for each course
  - Application required for readmission

- **Administrative Separation**
  - Lack of application to the Office of the Registrar at the time of separation results in failing grades in classes
  - Failure to register for classes results in separation
  - Application required for readmission