

Master of Science in Justice, Law & Criminology  
Graduate Handbook  
Updated: January 23, 2025



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DISCLAIMER: The final word on policies and procedures is the official American University catalog and the University's policies. In many instances, the language in this handbook has been taken from those sources as well as the University's website.

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Jane Palmer, PhD.



TaLisa J. Carter, PhD.

## WELCOMETOOUR SCHOLARLY COMMUNITY!

Dear Student:

Welcome to American University's Master's Program in Justice, Law & Criminology. Along with our website, this graduate handbook provides the information you will need during your studies here at AU.

Our department is home to some of the country's leading scholars in criminology, criminal justice, national and homeland security, political violence, and law and society. Justice, Law and Criminology blends the work of scholars from many disciplines, including the social sciences, law, and the humanities. The department is truly interdisciplinary, allowing you the opportunity to carry out research on a variety of important issues, including crime, violence, terrorism, policing, punishment, and legal studies, to name just a few.

As a Master of Science student in the Department of Justice, Law and Criminology, you will have many advantages. These include a variety of courses, renowned faculty with a wide range of expertise, the ability to work closely with faculty on specialized research projects, and job opportunities in our nation's capital and beyond. An important part of our mission is to enhance your educational experience and to offer mentorship and guidance along the way, helping to shape the next generation of practitioners and policymakers. You will also join an exceptional cohort of students from various social science backgrounds and build relationships with other passionate individuals, which will facilitate a truly interdisciplinary and collaborative educational experience.

If you have any questions regarding your master's program, feel free to contact your program director or chair using the information below. We want your transition into and through the program to be as smooth as possible, so please do not hesitate to ask questions. Again, welcome to our program and our scholarly community.

Sincerely,

Jane E. Palmer, Ph.D.

Chair, Department of Justice, Law and Criminology

(202) 885-3118

[jpalmer@american.edu](mailto:jpalmer@american.edu)

TaLisa J. Carter, Ph.D.

Director of the MS in Justice, Law and Criminology Program

(202) 885-3021

[carter@american.edu](mailto:carter@american.edu)



## OVERVIEW

### MASTER OF SCIENCE (MS) IN JUSTICE, LAW AND CRIMINOLOGY

The Master of Science in Justice, Law and Criminology (JLC) is an interdisciplinary program focusing on the foundations and structure of institutions of justice and law. Students will receive a thorough grounding in empirical and theoretical approaches to issues in public policy, criminology, victimology, law and society, legal studies, jurisprudence, and social thought.

The MS degree requires 33 credit hours of approved graduate work for students entering the program with a bachelor's degree. At least 18 of these credit hours must be in 600-level courses. A minimum grade point average of 3.0 in all coursework is required to remain in good standing and to earn the degree. Full-time status is considered to be 9 credit hours per semester.

Every master's candidate must complete at least four courses (12 credits) in JLC in addition to foundation and methods coursework.

### PRACTICUM REQUIREMENT

As part of the 33 required credit hours of approved graduate work, students in the JLC degree program are required to take a practicum course (3 credits) that serves as a capstone to the program. This course should be taken after the student has completed JLC-680 and JLC-681 or an equivalent research methods sequence. The practicum is a hands-on experience that connects students to external clients in the field by having them assume the role of consultants that are tasked with meeting the client's needs and facilitating their goals. This provides practical experience, networking and professional development opportunities, and mirrors the experience that students will encounter in their respective fields.

### APPROPRIATE CONDUCT IN THE DEPARTMENT

Students, faculty, and staff are expected to always conduct themselves in a professional and appropriate manner, both on campus and in their interactions with one another. This includes all electronic, online, and in-person communications and interactions. As a result of this policy, the expectation is that all faculty and staff should be referred to in a professional capacity (Dr. for those who have earned a Ph.D., Ms./Mrs./Mr. for those who identify as such, and Mx. or RP for gender neutral and nonbinary individuals) and not by their first names unless they specifically request otherwise. All email correspondence should be composed in a professional manner that includes a subject, a clear and concise request for information/assistance using appropriate language and identifying information by the sender.

Messages and other interactions that are not composed or conducted in a manner that is consistent with appropriate conduct as outlined above and in the American University Graduate Academic Regulations and Student Conduct Code will be referred to the program directors and/or department chair to determine if additional disciplinary action is merited.



## MS JLC DEGREE REQUIREMENTS

### FOUNDATIONAL REQUIREMENTS (6 credits)

Two foundation courses (6 credit hours) chosen from the following\*:

- JLC-602: Legal Theory
- JLC-607: Concept of Justice
- JLC-610: Justice and Public Policy: Current Controversial Issues

### RESEARCH REQUIREMENTS (9 credits) completed with grades of B or better:

- JLC-680: Justice Research I
- JLC-681: Justice Research II
- JLC-609: Criminological Theory

### PRACTICUM/CAPSTONE (3 credits) completed with grade of B or better:

- JLC-694: JLC Practicum/Capstone

### ADDITIONAL REQUIREMENTS (15 credits)

Four core courses (12 credits) selected from the following list:

- JLC-601: Law and Social Sciences
- JLC-602: Legal Theory
- JLC-603: Rule of Law and Due Process
- JLC-604: Foundations of Knowledge
- JLC-605: Comparative Criminology and Criminal Justice
- JLC-606: Legal History Seminar
- JLC-607: Concept of Justice
- JLC-608: The Constitution and Criminal Procedure
- JLC-609: Criminological Theory
- JLC-610: Current Controversial Issues in Justice and Public Policy
- JLC-615: Law and Human Rights
- JLC-617: Victimology
- JLC-626: Domestic Violence
- JLC-630: Advanced Seminar in Legal Theory
- JLC-631: Advanced Seminar in Social and Political Theory
- JLC-635: Gender and the Law
- JLC-636: Reproduction and the Law
- JLC-638: Race and Justice in America
- JLC-643: Advanced Seminar in Policing
- JLC-648: Law and Religion
- JLC-650: Constitutionalism in Historical Perspective
- JLC-651: Drugs, Crime, and Public Policy
- JLC-672: Terrorism, Crime, and Public Policy
- JLC-676: Theories of Punishment
- JLC-686: Advanced Seminar in Corrections
- JLC-696: Selected Topics in Justice, Law and Criminology

One elective (3 credits) that can be any graduate-level course within the JLC department OR selected from the following list:

- GOVT-641: The Politics of Mass Communication
- GOVT-674: Constitutional Law and Politics
- HIST-651: Era of the Revolution and Constitution
- PUAD-606: Foundations of Policy Analysis
- PUAD-616: Basis of Public Administration
- PUAD-633: Budgeting and Financial Management
- PUAD-654: Organization Diagnosis and Change
- SIS-621: International Law and the Legal Order

\*Any course that counts as a foundational or core course will also count as an elective.



## COURSE SUBSTITUTIONS

The course listings for degree requirements related to concentration, interdisciplinary, and elective courses are not exhaustive. Certain courses that are not on the list can be approved by the JLC MS Program Director to count towards degree requirements. To receive approval for substituting a course for a concentration, interdisciplinary, or elective course requirement, please complete the following form: [https://american.col.qualtrics.com/jfe/form/SV\\_3KjVAmNBldhDUi](https://american.col.qualtrics.com/jfe/form/SV_3KjVAmNBldhDUi). Be prepared to answer questions about the course including: the course name, description, and 2-3 sentences about why it will be useful to your academic or professional pursuits. The Graduate Advisor will relay this request to the Program Director for consideration and let you know when a decision has been rendered, typically within 3-5 business days. A course substitution must receive approval before registration for that course can occur. This represents an important check to make sure these classes will be allowed to count towards the degree requirements.

## TRANSFER COURSES

Certain courses that you've taken at another institution may be applicable for transfer credit in your current degree program. To receive approval for substituting a course for a concentration, interdisciplinary, or elective course requirement, please complete the following form: [https://american.col.qualtrics.com/jfe/form/SV\\_3KjVAmNBldhDUi](https://american.col.qualtrics.com/jfe/form/SV_3KjVAmNBldhDUi). Be prepared to answer questions about the course including: the course name, description, and 2-3 sentences about why it will be useful to your academic or professional pursuits. The Graduate Advisor will relay this request to the Program Director for consideration and let you know when a decision has been rendered, typically within 3-5 business days. Additionally, the A course substitution must receive approval before registration for that course can occur. This represents an important check to make sure these classes will be allowed to count towards the degree requirements.

## OTHER CERTIFICATE/DEGREE OPPORTUNITIES

**Cybersecurity Certificate-** The Cyber Policy and Management graduate certificate program is tailored for individuals who seek leadership roles in cybersecurity, focusing on policy and management. The Cyber P&M Cert equips students with essential skills to navigate and influence U.S. cyber policy and address management challenges. Cyber Cert students will be able to understand and synthesize “cyber” in the context of both U.S. cyber policy and internal cyber management challenges and opportunities. It is a 15-credit certificate that can overlap with the MS JLC degree. Talk to the Graduate Advisor and/or click [here](#) for more details.

**JD/MS in Justice, Law and Criminology-** The joint juris doctor and master's program in JLC requires that students apply and be admitted to both the Washington College of Law and the Department of Justice, Law and Criminology. Students may apply to both programs simultaneously or begin either program separately and then apply to the other program. However, once the study of law has begun, students cannot take any justice courses within the department until completing one year of full-time study within the Law School. In this program, students can apply six credit hours of justice courses toward their JD and can also apply six credit hours of their law course toward their MS with prior approval from both academic units.

**PhD in Justice, Law and Criminology –** The PhD consists of 72 credit hours beyond the bachelor's degree. The PhD in JLC affords students training in the realm of justice issues and institutions, and the craft of social science research. It also allows students to develop expertise in other fields within the School of Public Affairs, including American politics, comparative politics, policy analysis, public administration, or research methods. Graduates are prepared to assume leadership roles in the justice and public policy fields, to conduct research, and to teach at the university level.

Applicants are considered and students admitted for the fall semester only. Please refer to the [application deadlines](#) page for the deadline to apply. While previous academic or professional work in justice, law, or criminology is not required, applicants need to demonstrate a serious commitment to a career in this field. The personal statement on reasons for pursuing graduate study in the program is essential, along with the [other required application materials](#). We accept PhD applicants for full-time study only. Students must be funded either by the School of Public Affairs or by an external sponsoring organization (self-funding is not permitted for newly admitted doctoral students).

**For more information, please contact the SPA Graduate Admissions Office at 202-885-6230 or [spainfo@american.edu](mailto:spainfo@american.edu).**

## HELPFUL CONTACTS AND LOCATIONS

### Sadia Green

JLC/THSP Academic Counselor (Graduate Advisor)

[sgreen@american.edu](mailto:sgreen@american.edu)

(202) 885-6456

**SPA Graduate Kitchen/Pantry:** 1<sup>st</sup> floor of Kerwin Hall; AU

**Student ID card required for entry**





## ACADEMIC REGULATIONS

### OFFICE OF GRADUATE AND PROFESSIONAL STUDIES (OGPS) RULES AND REGULATIONS

The Office of Graduate Studies Graduate Student Rules and Regulations is a document which summarizes the body of 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. Students are expected to know and follow these regulations; ignorance of a regulation will not be accepted as an excuse for failure to act in accordance with it. Academic units and graduate programs may establish additional regulations for their students. Based on a compelling rationale, an exception to a specific graduate academic regulation may be granted. Students filing appeal requests should begin with a written request to their academic advisor.

For all OGS Graduate Rules and Regulations, please visit: <https://www.american.edu/provost/ogps/graduate-studies/current-graduate-academic-regulations.cfm>

### REGISTRATION

#### Summer, Fall, and Spring Registration

- Students should consult the academic calendar regarding registration related deadlines
- Each semester, students are required to submit for approval a registration request for the upcoming term
- Submission deadlines will be outlined in the Graduate Student Newsletter

Note: There is a \$50 fee for late registration.

*Students must email a registration request to the JLC academic advisor for approval of selected classes before registration.*

**Maintaining Matriculation** – During a semester when a student is not enrolled in credit coursework but is utilizing the services of the university (e.g., to prepare for a comprehensive examination), the student must maintain enrollment by registering for JLC 099 “maintaining matriculation.” The maintaining matriculation fee is \$150 and provides access to AU library, Career Center, AU Portal, and AU email.

**Temporary Leave** – Under special circumstances, students may be granted the status of temporary leave, which does not require a fee. However, no coursework may be in progress and no university resources or services may be used during this period. Consult the JLC Academic Advisor for further information.

**Full-Time and Part-Time Status** - The University defines full-time graduate study as taking nine credits per semester (fall and spring semesters). Part-time is defined as taking five credits each semester. The registrar has the authority and responsibility for certifying status but the JLC Academic Advisor can be very helpful as the regulations are complex. Full-time versus half-time status has important implications for loans, loan deferment, health insurance, merit awards, and other financial issues, so be sure to understand the details before changing status.

### GRADING

**Grade Types** - Grades are based on the A-F system. A grade of C- or lower does not count toward graduate credit. A grade of B or better must be earned in the required research and practicum courses.

**Incomplete Grades** - At the discretion of the course instructor, a temporary grade of I (Incomplete) may be given to a student who is passing a course but who, for extenuating reasons, is unable to complete the coursework during the semester. Arrangements for the grade of “I” must be made in writing prior to the final examination, and the “I” must be cleared by the end of the following semester. In rare cases an IP (In Progress) grade may be assigned. Consult the JLC Academic Advisor about this option.





## GRIEVANCE PROCEDURES

Academic grievances are addressed by means of a process articulated in the University's "Academic Regulations," which can be found at <https://www.american.edu/policies/students/academic-grade-grievances-policy.cfm>.

## GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee is composed of the director of graduate studies, full-time faculty members, and the academic advisor. The committee develops policy regarding the graduate programs, admissions, merit awards, etc., as authorized by the JLC faculty. The committee meets on an as-needed basis and always welcomes students' suggestions and feedback.

Petitions for exceptions to departmental graduate policies should be discussed with the academic advisor and submitted in writing for review by the JLC Graduate Program Director.

*The Department's Graduate Studies' Committee always welcomes students' questions and feedback.*

## INDEPENDENT STUDY

An Independent Study is a supervised course designed by the student in collaboration with a faculty member. With the approval of the Program Director and Academic Advisor, students making Satisfactory Academic Progress may register for an independent study. Through the independent study option, students are required to conduct preliminary research on potential study topics and seek project supervision from a faculty member. Students are responsible for finding a faculty supervisor. Some faculty members prefer to be consulted one semester prior to the semester you plan to register. Students will need to communicate with faculty to determine their availability and relevance to the research topic. A research question, preliminary outline and bibliography must be approved by the student's faculty supervisor prior to registration. Students interested in developing an independent study course should contact the academic advisor regarding this process. Students will not be permitted to pursue more than 6 Independent Study credit hours in any graduate program to be applied toward elective credit only. For more information, please visit: <https://www.american.edu/spa/jlc/advising/is-thesis.cfm>.

## JOBS AND INTERNSHIPS

Students are encouraged to establish professional relationships with both professors and students in their cohort during and after their time studying at AU. These relationships can constitute an initial career network and may serve as the foundation for future opportunities.

In addition, the Career Center (Butler Pavilion, 5th floor, x1804) has two advisors who are exclusively dedicated to serving the needs of students in the School of Public Affairs. The philosophy of the Career Center is to help students to view their future job search as an integrated career development process, on which is strongly supported from their earliest days on campus. Throughout the year, the Career Center offers a variety of workshops, information sessions, and employer panels as well as fall and spring job and internship fairs. Students are urged to visit one of the advisors early in their academic career to discuss goals and objectives; intern or co-op in career fields they wish to explore; and establish a solid networking base of professors, alumni, employers, and peers within their academic program. All of this activity ideally precedes the actual full-time job search. The Career Center website is available at <https://www.american.edu/careercenter/>.

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 faculty advisor should be a faculty member from the area of concentration specified within the degree plan. 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 and Graduate Advisor, students may enroll for 1 to 6 credits. Refer to the link <https://www.american.edu/provost/registrar/student-services/internship-and-independent-study-registration.cfm>, which illustrates the average hours worked weekly per internship credit that graduate students are expected to earn over 14 weeks of a traditional semester or the equivalent for summer or special term classes.

Students will not be permitted to earn more than 6 Internship Study credit hours in any graduate program (to be applied toward elective credit only).

Students must complete a minimum of 210 hours to receive 3 academic credits and 420 hours to receive 6 academic credits.

For more information on the JLC Internship and its application, please contact the JLC Academic Advisor.



## CONSORTIUM STUDY OPPORTUNITIES

The Consortium of Universities of the Washington Metropolitan Area combines the resources of 13 academic institutions in the Washington, D.C., metropolitan area.

JLC graduate students may take courses not offered at AU but available at one of the Consortium schools. Registration is done through AU's registrar and tuition is the same as for any AU course. The academic advisor's approval is necessary prior to registration.

A partial list of Consortium schools includes:

- The Catholic University of America
- Corcoran College of Art + Design
- Gallaudet University
- George Mason University
- The George Washington University
- Georgetown University
- Howard University
- University of the District of Columbia
- University of Maryland

More information is available at <https://www.american.edu/provost/registrar/student-services/consortiumregistration.cfm>.

## APPLYING TO GRADUATE

- Students should first consult their individual degree progress page on the Eagle Service Platform.
- Students may contact the academic advisor with questions regarding degree completion.
- Students apply for graduation through their individual Eagle Service "Graduation" tab.

## ACADEMIC INTEGRITY

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" of American University defines honorable conduct, outlines attendant rights and responsibilities, and describes procedures for handling allegations of academic misconduct.

American University views academic integrity as integral to its mission, treating it as far more than a disciplinary matter. All members of the University must join in educating students about the value of integrity and the ways in which intellectuals acknowledge their debts. In each course, faculty should remind students of the standards of integrity, and faculty may ask students to include with their submissions a signed statement pledging adherence to the Code in completing the assignment.

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.

To read the full academic integrity code, please visit the AU website at <https://www.american.edu/academics/integrity/code.cfm>.



## FINANCIAL AID

All students must submit a Free Application for Federal Student Aid (FAFSA) to be eligible for federal loans and federal work-study opportunities. In addition, a student may receive merit-based awards through the School of Public Affairs. No additional application is needed for the SPA based awards.

### MERIT AWARDS

Merit-based graduate awards are given to students by the School of Public Affairs using traditional merit indicators such as GPA, test scores, strength of recommendation letters, and experience.

Both full-time and part-time students are eligible to receive merit-based assistance, which includes fellowships, assistantships, and study grants. Examples of merit awards:

- **Graduate assistantships** are merit-based awards that provide the recipient with a monetary stipend and tuition remission for 6 to 24 credit hours in degree-related courses. Students selected for a graduate assistantship are required to work with a faculty member.
- **Graduate study grants** are merit-based awards that provide the recipient with tuition remission for 6 to 24 credit hours in degree-related courses.
- **Hall of Nations Scholarships** are available to international students who do not have permanent resident status or U.S. citizenship. The Hall of Nations Scholarships are assistantships and graduate study grants.
- **Special Opportunity Awards** are assistantships and graduate study grants for U.S.-born minority students.
- **The Presidential Management Fellows Program** attracts outstanding master's or doctoral-level students to careers in the U.S. federal service. It is a rigorous two-year paid fellowship that includes 80 hours of training each year, challenging assignments, accelerated promotions, and opportunities to network across agencies. AU students have done very well in the program: in 2010-2011, AU had 22 finalists, ranking seventh among all universities in the U.S.
- **The Hart A. Massey Fellowship** is awarded each academic year to one or more incoming Canadian students pursuing graduate studies full-time at American University. The fellowship is applied to tuition charges.
- **The United Methodist Graduate Scholarship** is awarded each academic year to new full-time graduate students who have held membership in the United Methodist Church for at least two years, have strong academic skills, and are either U.S. citizens or permanent residents. The scholarship is applied to tuition charges.
- **Donor-funded scholarships** are available for enrolled students. More information may be found on the JLC Web site.

For more information regarding Merit Awards, please visit the AU Office of Merit Awards website:

<https://www.american.edu/careercenter/meritawards/>

### LOANS AND FINANCING OPTIONS

**Federal Direct Stafford** loans are federally supported, low-interest student loans with flexible repayment options. Subsidized loans are offered to students who are eligible on the basis of calculated need, while unsubsidized loans are available even for those who do not qualify for need-based financial aid.

**The Federal Direct Graduate PLUS** loan is part of a federal program and is available to eligible graduate students enrolled in a master's or PhD program.

Further information about these loans is available from the Financial Aid Office's website: <https://www.american.edu/financialaid/>.

### GRADUATE FEDERAL WORK STUDY

All students interested in federal work-study opportunities should so indicate on their FAFSA.

Once the FAFSA is released, the student may call the Financial Aid Office to check on individual eligibility. If eligible, the student may then apply for SPA and/or JLC work-study positions, which are advertised via email when they become open. If the student did not indicate interest in work-study on the FAFSA, they must go to the Financial Aid Office to explore eligibility and position opportunities.

### SPA DONOR FUNDED GRADUATE SCHOLARSHIPS

A listing of SPA Donor funded graduate scholarships can be found at <https://www.american.edu/spa/resources/graduate-scholarships.cfm>.



## RESOURCES

### SPA RESOURCES

**The Public Purpose** is a peer-reviewed interdisciplinary journal presenting the work of graduate students from SPA. Published annually, it is a great way to get started on a career in academia or to showcase exceptional research papers in the fields of public policy and public affairs. The website is available at <https://thepublicpurpose.com>.

**The School of Public Affairs Graduate Student Council** is SPA's graduate student government organization. Each year its officers are elected to represent the graduate community and advocate on behalf of the student constituency. Beyond its four-member executive committee (one from each SPA department and a parliamentarian), the Council includes the editor of The Public Purpose and chairs of four special committees. For more information, please visit: <https://www.american.edu/spa/resources/spa-graduate-council.cfm>.

## ACADEMIC AND TECHNOLOGY RESOURCES

### ACADEMIC SUPPORT AND ACCESS CENTER (ASAC)

ASAC counselors are available to discuss learning concerns and to identify and arrange appropriate support services. Students with learning disabilities who plan to request testing accommodations should meet with an ASAC counselor to discuss the documentation needed.

The ASAC also offers workshops on a variety of reading and study skills topics, including sessions on studying for comprehensive examinations. For more information, please visit: <https://www.american.edu/provost/academic-access/>.

### DISABILITY SUPPORT

ASAC is also responsible for ensuring that persons with temporary or permanent disabilities have an equal opportunity to participate in – and enjoy the benefits of – the university's programs, services, and activities.

In addition, ASAC provides consultation and in-service training for faculty, staff, and students, with the overall goal of ensuring a campus environment that is welcoming to individuals with disabilities. For more information, please visit ASAC's website in the link above.

### WRITING CENTER

The Writing Center has a staff of counselors that evaluate students' writing products, identify areas for improvement, and offer tips and strategies. Any student enrolled in a course at AU is eligible to use the Writing Center. Priority is given to students with learning disabilities, international students, and non-native speakers of English. For more information or to set up an appointment, please visit:

<https://www.american.edu/provost/academic-access/writing-center.cfm>.

### VIRTUAL COMPUTER LABS

Students can access the virtual computing labs for access to major statistical software packages, such as STATA. For information on how to access the virtual computing lab, please visit: <https://mediaspace.american.edu/category/Virtual+Applications+Tutorials/279221542>.

Other computer labs are available on campus as well. For more information, please visit: <https://www.american.edu/oit/campus-computing-facilities.cfm>.

*AU offers an abundance of academic, technological, and quality of student life support services.*



## **CENTER FOR DIVERSITY AND INCLUSION (CDI)**

The mission of the CDI is to advance 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.

It is dedicated to enhancing LGBTQ, multicultural, first generation, and women's experiences on campus.

It promotes student retention, graduation, and academic achievement.

CDI collaborates 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 students, regardless of identity.

More information about CDI can be found at <https://www.american.edu/ocl/cdi/>.

## **HEALTH AND WELLNESS RESOURCES**

### **CENTER FOR WELL-BEING PROGRAMS AND PSYCHOLOGICAL SERVICES**

The Counseling Center helps students make the most of their university experiences and gain the tools and insights they need to thrive emotionally, socially, and intellectually.

The center offers individual counseling (primarily for crisis intervention, assessment, short-term support, and referrals to private mental health care); psychotherapy and discussion groups; workshops and presentations; consultation and outreach; and self-help and Web resources, including online mental health screenings. Center staff will help students locate and connect with any off-campus services they need, and insurance usually assists with the cost of off-campus care. The counseling staff is composed of psychologists, social workers, and graduate and postgraduate trainees. Counseling is confidential, in accordance with ethical and legal standards, and there is no charge for services. More information is available at <https://www.american.edu/ocl/counseling/>.

### **RECREATIONAL SPORTS AND FITNESS**

The Jacobs Fitness Center, located in the Sports Center, is a state-of-the-art facility, providing quality health, fitness, and recreations programs to meet the variety of needs and interests of a diverse campus population and to foster broad participation and encourage active lifestyles, provide a healthy release from academic rigors, and develop lifelong habits of activity. It includes a wide range of both cardiovascular and strength training equipment. Staff members are on duty whenever the fitness center is open to help with exercise or equipment questions.

For registered students, membership fees are included in tuition. Memberships include use of the fitness center, the Reeves Aquatic Center Pools, the Bender Arena basketball and volleyball courts, outdoor track, and tennis courts. Every semester the center offers a variety of group exercise and mind-body classes such as step aerobics, spinning, kickboxing, Pilates, and yoga, for an additional fee. Personal training services are also available for a fee. The fitness center hosts an annual 5K and a biathlon, and it offers wellness programs and incentives for participation throughout the school year.

A valid AU ID card is required for entrance to the Jacobs Fitness Center. For more information, please visit <https://www.american.edu/recfit/>.

### **STUDENT HEALTH CENTER**

The Student Health Center provides primary care medical services as well as health education and wellness programming to AU students. The clinical staff consists of an interdisciplinary team of physicians, physician assistants, nurse practitioners, nurses, and medical assistants. These primary care clinicians initiate treatment and coordinate all aspects of care, including referrals to specialists when required. Students are encouraged to develop a relationship with an on-staff provider of their choice, called a primary care provider (PCP). The SHC is part of an organized network of community hospitals and providers that serve AU students. Services provided at the SHC are completely confidential; a student's medical record and any other health information can be released only with the student's written permission. Students should bring their AU ID card, insurance card, and method of payment to every visit.

Services at the SHC are available by appointment, preferably made 24 hours in advance. To make an appointment or find further information, go to the Student Health Center Web site at <https://www.american.edu/ocl/healthcenter/>.

### **HEALTH INSURANCE (X3380)**

Health insurance is available to all graduate students. Master's students taking 9 or more credit hours a semester, or students holding F1 or J1 visas, are automatically enrolled and the charge will appear on their tuition statement.

Master's students taking fewer hours may voluntarily enroll. Students who drop from full-time to part-time status will lose their health insurance benefits unless they voluntarily enroll. Further information is available at <https://www.american.edu/aucentral/about-student-health-insurance-plan.cfm>.



## STUDENT LIFE: HOUSING AND DINING

### HOUSING

AU is located in northwest Washington, D.C. and has easy access to public transportation using the nearby Tenleytown Metro station, the AU shuttle bus, or one of the numerous Metro buses with routes near the AU campus.

Check out AU's housing website for options: <https://www.american.edu/student-affairs/housing/>.

The Office of Campus Life offers resources for students needing to find off-campus housing, including an off-campus housing posting Web site, workshops about working with landlords and financial planning, and individual consultations for personalized guidance regarding options, leases, and neighborhood analyses. Useful Web sites include:

- <https://www.american.edu/ocl/housing/off-campus-housing-services.cfm>

<https://offcampus.american.edu/>.

### DINING

Students have many options for dining both on- and off-campus. The most popular methods of paying for meals and services in addition to cash and credit/debit cards is called EagleBucks. EagleBucks is a prepaid, stored value account associated with a student's AU ID card. Funds may be added to the account at machines across campus, in person at the Housing and Dining Programs office, and on EagleBucks.com. Money added to the account never expires. EagleBucks can be used on campus at food locations, the Campus Store, and the UPS store, as well as other off-campus businesses. For more information, please visit:

<https://www.american.edu/ocl/onecarddining/eaglebucks.cfm>

## AMERICAN UNIVERSITY POLICE AND PUBLIC SAFETY

The American University Police handle issues related to security and public safety. They provide escorts 24 hours a day, 7 days a week, for community members to and from university-owned property. Call boxes are also located across campus and can be identified by the blue lights at the top of the call box.

For more information, please visit: <https://www.american.edu/police/>.

Students are encouraged to sign up online for AUAAlerts, an email and text message-based system for quick communication with students, faculty, and staff. When an incident occurs on campus, such as a fire or school closing, users will be notified without having to place a telephone call or check a website.

For more information, please visit: <https://www.american.edu/emergency/au-alerts.cfm>.

## INTERNATIONAL STUDENT RESOURCES

### INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

The mission of International Student and Scholar Services is to advance American University's commitment to building a global community by orienting, advising, and advocating for international students and ensuring compliance with federal regulations governing international educational exchange.

Programs and services include:

- immigration advising and workshops
- personal, academic, and financial counseling
- international student orientation
- cross-cultural training
- ethnic and nationality club advising
- consumer resources

Further information is available at <https://www.american.edu/ocl/iss/>.

### INTERNATIONAL STUDENT REGISTRATION

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

- Students enrolling at AU for the first time or for a new program are required to take their passport, I-94, I-20, or IAP-66 (if applicable) to ISSS.
- International students with F1 or J1 visas are required to register full-time for each semester; they must obtain written permission from





ISSS to obtain a waiver from this requirement. Failure to do so may result in loss of status.

- Students who fail to register full-time or obtain a waiver or fail to provide ISSS with copies of all required immigration documents as of the first day of class for a semester will be unable to register.
- Students in B-1/B-2 status are not eligible to register.

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