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# American Public University System

## Student Handbook

Welcome to American Public University System (APUS), home of American Public University (APU) and American Military University (AMU)! The Student Handbook is the official repository of all APUS policies and should be used as your main resource for admission policies, registration policies, extension and course grading policies, and all other policies that may impact you as a student of APUS.

APUS policies and procedures apply to all students attending any APUS member institution which includes the following: American Public University (APU) AND American Military University (AMU).

APUS reserves the right to change policies, procedures, and programs as necessary. Policy and procedural changes will be posted directly to the Student Handbook and may also be posted inside your campus and in student and department newsletters.

For your convenience, you may [download the entire handbook](#) in PDF format.

### The Scope of the Student Handbook

APUS policies and procedures apply to all students attending any APUS member institution which includes the following: American Public University (APU) AND American Military University (AMU).

### Changes to the Student Handbook

APUS reserves the right to change policies, procedures, and programs. Policy and procedural changes will be posted directly to the Student Handbook and may also be posted inside your campus and in student and department newsletters. Questions, suggestions, corrections, or additions regarding the information in this handbook should be sent to [studentservices@apus.edu](mailto:studentservices@apus.edu), along with the requester's full name and student ID where applicable.

# Message from the Provost

Welcome to the American Public University System!

As your faculty, staff, and administration at American Military University (AMU) and American Public University (APU) we are excited you chose APUS to pursue or continue your degree in higher education. Such a major decision is an important step in your life, and we want to encourage you in your commitment, as the pursuit of your degree will require time and dedication. However, we are here to assist you!

Your decision to pursue a degree with APUS offers you a wide variety of choices in degree programs that span many disciplines and include nano-certificates that may interest you. We believe the online format at APUS will provide ease of access and convenience to help you as a student, allowing you to fully engage with other students and your instructor within your classroom. Whatever degree path you choose, we are available to answer questions, help guide you to your maximum potential, and ensure you have the most options for your future!

APUS faculty members are committed to partnering with you during this course of your journey in education. They bring their passion for enlightening you about their respective disciplines as well as their practical experience in the field. Your success is what faculty, staff and administration aim to accomplish!

We encourage you to use the university resources available to you in the pursuit of your education. These include using our online library and resource center, reaching out to your academic advisor, and participating in co-curricular activities sponsored by our Student Service Office. Your active participation and engagement in learning provides a solid foundation for obtaining a well-rounded education.

Finally, please use this Student Handbook as your guide to the policies and procedures of APUS. Browse the pages and acquaint yourself with the contents. Seek guidance from your academic advisor. Ask questions. We stand ready to help you realize your goals. Congratulations on taking the next step in fulfilling one of your dreams!

Sincerely,

Dr. Marie Gould Harper

Interim Provost

# Mission and Core Values

## APUS Mission Statement

American Public University System's mission is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare them for service and leadership in a diverse, global society.

## Vision

American Public University System seeks to advance social, economic and environmental well-being through the transformative power of education with:

- Dynamic, engaging, quality learning experiences
- Best-in-class student interface
- Diverse and career relevant degree programs
- Communities of lifelong learners and practice in selected disciplines
- Evaluation of transfer credit and competency-based learning
- Affordability relative to public institutions
- Strategic partnerships with key stakeholders; and,
- Thought leadership that contributes to effective change in higher education

## Core Values

The University System is guided in fulfilling its mission by these shared principles and core values:

**Accessibility:** The University provides educational access to a diverse community of traditional and non-traditional learners in an environment that supports a lifetime of learning and freedom of inquiry and expression.

**Innovation:** The University implements imaginative and forward-thinking solutions to its changing environmental and student needs.

**Integrity:** The University holds itself accountable for conducting operations in an ethical manner and practices fairness, honesty, and objectivity.

**Learning:** The University fosters an environment of knowledge and understanding that promotes a life of learning.

**Quality:** The University is committed to high standards of distinction, excellence and continuous improvement in all aspects of its evolving operations.

# Accreditation and Licensure

## Accreditation

American Public University System is an accredited, licensed, proprietary distance learning higher education organization.

American Public University System is accredited by the Higher Learning Commission.

The most current information on our Accreditation can be found on our [Accreditation page](#).

APUS also has obtained special accreditation for many of its programs offered. You may find a full listing of all specialized program accreditations at the bottom of our Accreditation page.

## Licensure

The American Public University System is authorized to operate as an institution of higher education by the West Virginia Higher Education Policy Commission (WVHEPC). Additionally, the American Public University System is engaged in a continuous process to certify that it is recognized as an accredited institution of higher learning by all 50 states and the District of Columbia. In this regard, the University is committed to ensuring that its academic programs, business practices, and operational activities remain in compliance with applicable regulations specific to each jurisdiction. We work through the State Authorization Reciprocity Agreement (SARA) process and with states directly to ensure that when authorization or licensure is necessary, required approvals are secured. West Virginia is a member of SARA and APUS is an approved SARA institution. Participation in SARA is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. For more information about SARA, please visit <http://www.nc-sara.org/>.

State specific information is available by clicking on the following link: <http://www.apus.edu/about/state-authorization/index>

# Disability Accommodations

This institution complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. Accommodations will be provided to qualified students with disabilities (including, but not limited to, mental health disabilities, physical/learning disabilities or temporary disabilities) in compliance with federal and state regulations.

A request for accommodation will be considered if the request:

- is based on documentation that meets APUS' published guidelines;
- does not compromise essential requirements of a course or program; and
- does not impose a financial or administrative burden upon APUS beyond that which is deemed reasonable.

Accommodations are intended to provide equal access to qualified students with disabilities to pursue their studies with the same level of rigor and demand as their classmates without disabilities. The essential requirements of an academic course or program need not be modified to accommodate an individual with a disability.

Students whose accommodation requests are denied will not be discriminated or retaliated against if they appeal the decision.

## Notice of Nondiscrimination

The University does not discriminate on the basis of disability in violation of applicable law and regulation. The University does not discriminate in admission or access to, or treatment or employment in, its programs or activities. The University's Disability Officer coordinates compliance with the Section 504 regulation and may be contacted at:

Julie Komisarck  
Director and Disability Officer  
303 W 3rd Avenue  
Ranson, WV 25438  
304-885-5252  
[DSA@apus.edu](mailto:DSA@apus.edu)

## Disability Accommodation Process

It is the student's responsibility to identify themselves to the university as having a disability by contacting the Disability Services Accommodations (DSA) Office. As further outlined below, the student must submit all required documentation prior to engaging in any activity for which an accommodation is being requested. For example, a request to retake a test or course due to a disability will not be considered for a test or course that a student has already taken. Since the documentation and review process may take some time, currently diagnosed students should submit any requests for a disability accommodation as soon as they are admitted to a program and prior to registering for courses.

- ***No accommodation requests may be granted by the university prior to a student notifying the DSA Office of their disability and submitting any required documentation thereof.***
- ***Students must identify themselves to the Disability Services Accommodations (DSA) Officer and provide the required documentation as outlined in the Documentation Requirements section below at least thirty (30) days in advance of the desired start date of the accommodation being requested.***
- ***It is the student's responsibility to ensure that documentation meeting the published Documentation Requirements, as outlined below, is submitted thirty (30) days prior to the desired start date of the accommodation being requested.***

## Steps to Requesting Disability Accommodation

1. Student submits a written statement to the DSA Office outlining their disability. Statements can be emailed to [DSA@apus.edu](mailto:DSA@apus.edu).
2. Student submits documentation on the disability and accommodation request that meets the Documentation Requirements set forth below.
3. The DSA Officer will review the submitted documentation with the Disability Support Services Committee.
4. The DSA Officer will notify the student in writing to the student's email address on record with the university of the decision to grant or deny the request within ten (10) business days of receipt of all required documentation. If further documentation is required, the DSA Officer will notify the student in writing to the student's email address on record of what further information is needed to consider the request.
5. It is the student's responsibility to request an accommodation from an instructor and to supply the instructor with a copy of their official DSA Award Letter at least five (5) days prior to the accommodation being needed (If the accommodation request is for a course extension, the DSA Award Letter should be submitted to the instructor at the time the course extension request form is submitted to the instructor.).
6. Only necessary information regarding the approved accommodation will be shared with the instructor; no medical history or other sensitive information regarding the student will be released.

## Appeal Process

A student whose disability accommodation request is denied or adjusted may submit an appeal. The appeal must be made within fifteen (15) days of the accommodation being denied and should be submitted using the official Academic Appeal Request form in the campus. The form is located under the Academic Plan & Forms menu, under University Forms. Please select "Other" as your appeal category and type and include your request in the space provided. To learn more about the appeal process, please visit the [University General Grievance Procedure](#) in the Student Handbook.

## Documentation Requirements

Documentation to support a request for disability accommodation must be provided by the student and at the student's expense. Such documentation must follow the guidelines listed below:

### Age of Documentation

- For Learning Disability Accommodations, documentation should be no older than 3 years if student is under 21 years of age. Older documentation will be accepted for students who are over 21 as long as the clinical testing was completed since the student reached the age of 18.
- For Mental Disability Accommodations, documentation should be clinical documentation created since the student reached the age of 18.
- For Physical Disability Accommodations, if the physical disability is a permanent condition, documentation of any age may be considered. For a physical disability that is based on a temporary condition, such as weakness caused by chemotherapy or other short-term treatments, clinical documentation should be less than 1 year old.

### Documentation

To determine reasonable accommodations, the DSA Office requires students provide documentation that contains the following information:

- The professional credentials of the evaluator including what training and experience the evaluator has with the diagnosis and treatment of adults. The evaluator should be a licensed professional in the appropriate field and qualified to diagnose adults.
- A specific medical diagnosis of the physical, mental, or learning disability.
- The names of the diagnostic tests used, evaluation dates, test scores, and interpretation of test results for learning

disabilities.

- A description of how the student is limited in functionality in a major life activity.
- Specific accommodation recommendations that are tied to the diagnosis and how the accommodations will affect the specific functional limitations of the student.

## Means of Delivery

A student may upload documentation to support a request for disability accommodation via our [secure document upload portal](#). This is a secure location to provide documents which may contain sensitive Information instead of through other means, such as email, fax, or mail.

If a student is unable to upload documentation using the means above, documentation to support a request for disability accommodation may be delivered by any of the following means:

- Fax to 304-724-0909
- Scan and email to [DSA@apus.edu](mailto:DSA@apus.edu)
- Mail to\*:  
American Public University System  
ATTN: Disability Accommodations  
303 W 3rd Avenue  
Ranson, WV 25438

\* Note: Using this form of delivery may delay the review of the student's DSA documentation.

# Getting Admitted to APUS

As an equal opportunity educational system, APUS bases admission to our programs of study solely on the required documentation outlined in this section.

Studying online requires that you use a computer, an internet connection, and desktop productivity software to complete your degree. Some programs and classes may require additional software. You should always check the course description and, once the course opens, the course syllabus, to verify if you will need to purchase any software or be able to access provided software.

It is your responsibility as a student to ensure you have timely access to a computer that meets the technology requirements for courses as well as appropriate internet access to be able to fully participate in courses. It is also your responsibility to ensure you have access to a computer that does not restrict access to sites you will be required to access during your course. If you will be using a computer that is locked out of required sites or functions required for your participation in a course, you should consult the course description and, once your course opens, the course syllabus to verify any access needed. If the computer you will be using is restricted from sites you will need for participation in the class, you should drop the course prior to the end of the first week of the course until you are able to resolve your access issues.

The following information is covered in this section of the APUS Student Handbook:

- [Programs Offered](#)
- [Programs with Specific Admission Requirements](#)
- [General Admission Policies](#)
- [General Admission Documentation Requirements](#)
- [Admission of International Students](#)
- [Admission of Concurrent High School Students](#)
- [Admission of any Student Under 17](#)
- [Admission of Students with IEP, Technical or Vocational Diplomas](#)
- [Admission of Home-Schooled Applicants](#)
- [Admission of Students from Non-Recognized High Schools](#)
- [First Course Recommendations](#)



# Programs Offered

## ***Associate Degree Programs***

Our Associate degree programs are open to students who possess a standard high school diploma or its recognized equivalent; with the exception of programs with [additional admissions requirements](#). It is designed for students who seek a two-year degree as either their final degree in higher education or the foundation for further study at the Bachelor's level.

## ***Bachelor's Degree Programs***

Our Bachelor's degree programs are open to students who possess a standard high school diploma or its equivalent; with the exception of programs with [additional admissions requirements](#). It is designed for students who seek the four-year degree commonly recognized as the standard credential of higher education in the United States and most industrialized nations.

## ***Undergraduate Certificate***

Our undergraduate certificate programs are open to students who possess a standard high school diploma or its equivalent, with the exception of programs with [additional admission requirements](#). Through the completion of courses, ranging from six courses to nine courses, the certificate program provides a focus of study on a particular topic or set of issues. Its focus and breadth are more concentrated than a bachelor's degree and is typically taken by the student who already possesses an associate degree or bachelor's degree and seeks specific knowledge in a subject area. It is also a good choice if you want to try out the subject prior to committing to a degree program.

## ***NanoCert™ Programs***

Our NanoCert™ programs are offered at both the undergraduate and master's level. They are designed for students seeking professional development without pursuing an academic credential. No transfer credit may apply toward any of the courses required to complete the NanoCert. You will not be able to enroll concurrently in multiple programs while completing the NanoCert, but you may roll course credit earned in your NanoCert into a subsequent degree program as residential credit that does not apply towards your maximum transfer credit cap. Students enrolled in a NanoCert may not use military tuition assistance, GI Bill, or federal student aid to pay for courses.

Our Undergraduate NanoCert programs are open to students who possess a standard high school diploma or its equivalent. Our Graduate NanoCert programs are open only to students who have already successfully completed a bachelor's degree program or higher from an institution whose accreditation is recognized by CHEA, with the exception of programs with [additional admission requirements](#).

## ***Master's Degree Programs***

Our Master's degree programs admit students who have already successfully completed a bachelor's degree program from an institution whose accreditation is recognized by CHEA. Some programs have additional admissions requirements based on specialty accreditation or standards in the discipline. Completion of the master's degree program includes a minimum of 30 credits with a final comprehensive examination or a capstone course. See more information in the “[Before you Start your Program-Master’s](#)” section of the Student Handbook.

## ***Graduate Certificate***

Our graduate certificate programs are open to students who have already successfully completed a bachelor's degree program or higher from an institution whose accreditation is recognized by CHEA, with the exception of programs with [additional admission requirements](#). A graduate certificate is a focused program of study of five or more courses on a particular topic or set of issues.

# Programs with Additional Admission Requirements

Some programs have additional admission requirements beyond the standard requirements for admission to an APUS degree program. When you enroll in one of these programs, you will not be able to register for a course until after your admissions representative has cleared you for admission to the program. Please visit the [AMU](#) or [APU](#) Admissions website to learn more about programs with additional admission requirements.

*For more information on the specific admission requirements for these programs, please contact Admissions at [info@apus.edu](mailto:info@apus.edu)*

# General Admission Policies

## Admissions Identification Verification

In order to verify the identity of and protect the privacy of APUS students and applicants, identity verification will be required of all students applying for admission to any program type. Identity can be verified by submitting the following documents:

- For non-military applicants and all doctoral applicants: a legible copy of a valid government issued photo ID such as a driver's license, state ID or passport.
- For undergraduate military and veteran applicants: a government issued Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript. APUS will request the JST on behalf of the applicant and will request the Community College of the Air Force transcript upon submission of a Transcript Release Authorization (TRA) form
- For master's and graduate certificate military and veteran applicants in the Army, Navy, Marine Corps, or Coast Guard: APUS will request the JST on behalf of the applicant.
- For master's and graduate certificate military and veteran applicants in the Air Force: a legible copy of a valid government issued photo ID such as a driver's license, state ID or passport.
- For graduates of public safety academies: academy issued documentation of completion of a post-certification program OR a legible copy of a valid government issued photo ID such as a driver's license, state ID or passport.
- For international applicants: a legible copy of a driver's license, foreign military ID or passport.

## Undergraduate Admission with No Prior College

Individuals must have earned a high school diploma or its equivalent in order to enroll in an undergraduate program at APUS.

- APUS will not accept a high school diploma if it is not conferred by an institution recognized by the county or state Board of Education in which the degree granting institution is based, or by a regional accrediting body.
- High school equivalents such as GED certificates or state-issued certificates are accepted.

Students who have earned a diploma from a school that does not meet APUS admissions standards but who have earned 9 or more hours of college credit may be admitted to APUS on a case by case basis but may not be eligible for certain forms of financial assistance, such as Federal Student Aid (FSA) benefits.

New applicants to an undergraduate level program (associate/bachelor/certificate), whose highest level of education is a high school diploma or equivalent, will be required to submit documentation of a high school diploma or equivalent. Registration will not be permitted until this documentation is received.

The following groups are exempt from providing high school documentation under this policy:

- Military (Active Duty, Reserve, National Guard)
- Veterans
- Public Safety Academy graduates
- Students entering a non-degree-seeking program (audits, courses for transfer, learning tracks, and Transportation Security Administration (TSA) students who enter the Foundations of Homeland Security certificate program)
- Students changing degree programs or applying for readmission to APUS (high school documentation is already on file)

The following items are considered acceptable documentation to support having earned a high school diploma or its equivalent:

- Copy of high school diploma
- Unofficial or official high school transcript
- Unofficial or official GED certificate
- Unofficial or official State-awarded certificate evidencing a passing score on the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC)

Unofficial transcripts/certificates must be uploaded through the MyDocuments portal. We can accept the following types of files: PDF, JPEG, TIFF, BMP, and PNG. Official transcripts must follow standard protocol of postal mail or electronic delivery. Admission may be revoked if it is discovered that an individual does not have a high school diploma or its equivalent that meets these criteria or if they have submitted false information on their application. If this happens, any current registrations will be dropped, admission status will be denied, and any financial aid canceled.

Any instances where we question the validity of the student's high school credential, we will not accept self-certification as documentation.

## **Military and Veteran Policies**

### **All Military Students and Veterans**

APUS requires that all current and prior military students submit a Transfer Credit (TCE) Application, regardless of previous college experience, in order to maximize transfer credit. APUS will request the Joint Services Transcript or Community College of the Air Force transcript on the individual's behalf for evaluation.

### **All Veteran Students and Those Using VA Benefits**

APUS requires most students who are veterans or who use veteran's benefits to pay for tuition to review, sign and submit a Veteran Student Acknowledgement prior to enrolling in courses. The Acknowledgment serves as affirmation that, in accordance with the Principles of Excellence and statutory requirements, the student has been provided information, and the opportunity to ask questions, regarding education benefits that may potentially be available to them. Veterans who are enrolling in doctoral programs are exempt from this requirement.

One of the criteria for approval of any school for Veterans' training is that the school reviews prior credit and grants credit as appropriate toward a veteran student's current program (see 38 C.F.R. §§ 21.4253(d)(3), 21.4254(c)(4)). Schools must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly. Whenever a student initially enrolls at APUS or changes programs at APUS, a credit evaluation must be completed. Credit evaluations are not completed for doctoral level programs.

All veteran and military students will have a Joint Services Transcript (JST) automatically requested on their behalf. Community College of the Air Force transcripts will be requested on the student's behalf upon submission of a Transcript Release Authorization (TRA) form. Students who are using or plan to use Veterans Benefits at APUS must disclose all instances of prior credit received, per Department of Veterans Affairs (VA) regulations.

Notwithstanding the above:

- Students in a certificate program will disclose prior credits earned to their Admissions Representative who will determine if prior credit can be applied toward the program.
- Students in the Courses for Transfer program (i.e., Undergraduate Individual Courses program) will not have prior credits evaluated until a program of study is declared. Students who have not declared a major cannot be certified for VA benefits beyond their sophomore year and only general education courses can be certified prior to the declaration of a major.
- Graduate level students with no prior graduate level credits are not required to submit a transcript for credit evaluation.

## **Army Students**

Active, reserve or national guard Army students will also be required by the Army to create an Army IgnitED account. In order for us to create the required student agreement plan, students will need to have their tuition assistance approved, and will also need to submit a Transfer Credit (TCE) Application, even if they have never taken any prior college courses.

## **Air Force Students**

Active or reserve Air Force students will need to submit a Transfer Credit (TCE) Application and their CCAF transcript to us, even if they have never taken any prior college courses. The Air Force requires this in order for us to create the student agreement plan needed for tuition assistance approval.

## **Undergraduate Admission with Prior College**

Individuals must have earned a high school diploma or its equivalent in order to enroll in an undergraduate program at APUS. If an individual applies to enroll in one of our undergraduate degrees and has also taken some college courses at an accredited university without yet earning a bachelor's degree, the individual will be considered a transfer student and will be required to submit a Transfer Credit (TCE) Application. If enrolling in an undergraduate certificate program, the individual will not be required to submit the TCE Application but may do so if they believe they have college credit that could apply towards their certificate program here at APUS.

## **Master's and Graduate Certificate Admission**

Individuals must have already earned a bachelor degree or higher. The degree must have been conferred by an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (ED). The CHEA's database or ED's database may be used to verify if a college's accreditation will be accepted. If individuals have prior graduate credit, they may submit a TCE Application to have credit evaluated toward their degree, but it is not required.

## **Document Verification**

APUS may verify information that individuals submit, including information provided in the application for admission. APUS may request additional documentation for purposes of verifying information submitted to it or for other purposes, and individuals will be required to respond within a specified deadline to these requests to avoid being denied admission. If APUS determines that information submitted is inaccurate or false or if APUS is unable to verify the accuracy of information submitted, individuals may be denied admission, denied registration in additional courses, and/or expelled from APUS, as applicable.

If an individual is denied admission or expelled due to inability to verify information on the original student application, they will be unable to register for courses and will be withdrawn from all courses in which they are currently registered. If they have been awarded a financial aid package, including Pell Grants and Direct Loans, such financial aid may be adjusted based on the percentage of the semester completed. Please refer to the Federal Student Aid section for more information on the Return of Federal Financial Aid Funds process. For more information regarding general admission requirements, students may contact us at [info@apus.edu](mailto:info@apus.edu).

## **Denial of Admission**

To protect its character and standards and in furtherance of its mission, APUS reserves the right to deny or revoke admission to any applicant or student for the following reasons:

- APUS determines that an application or admission forms, documents, or materials contain or appear to contain false, fraudulent, or incomplete statements.
- APUS determines that an individual has communicated information to APUS that constitutes a misrepresentation, fraud, or potential fraud with respect to any matter.
- APUS determines that unresolved discrepancies exist with respect to the individual's application or admission materials or information.
- APUS determines that information submitted in support of establishing identity or previous education is false, or APUS is unable to verify the accuracy of information submitted after having provided multiple opportunities for the individual to supply the requested documentation.
- APUS determines that the individual does not meet applicable admissions requirements for a program.
- APUS determines that denial or revocation of admission is otherwise in the best interest of APUS or the individual.

# General Admission Documentation Requirements

## Determining Required Documents

Please locate your Academic Goal and highest level of education achieved in the table below and note the official documents required to complete your student record.

## How to Track Your Documents

The Document Log can be viewed by clicking **Document Log** under the **Academic Plan & Records** dropdown at the top of your ecampus.

Your online **Document Log** in your student portal will list the required documentation needed to complete general admission to APUS. Some document requirements may not appear until your initial admission application has been reviewed. Also, any additional documents that you indicated on your Transfer Credit Application will not be listed until after your Transfer Credit Application has been submitted.

- If you see a status of **Student Action Needed** you need to take some action in order for this document to be received.
- You will see a received date next to the name of a document once it has been received.
- You will receive an auto-email to your email address on record whenever a document is posted as received to this list.
- Due to the volume of documents received each day, we are not able to honor requests to call a student when a document arrives.
- If you listed an accredited college or university and listed it on your Admission Application or Transfer Credit Application, we are unable to remove the entry from your Document Log until we have confirmed with your previous institution that you do not have a student record at that institution

## Transcript Release Authorization Form

If you submit a Transfer Credit Application, you will also need to send in your signed Transcript Release Authorization (TRA) Forms. The TRA forms allow the Document Services Department to contact most previous colleges in the United States to obtain transcripts on your behalf, provided the college accepts third-party transcript requests. If the outside institution does not allow third-party requests, we will contact you with information on how to request the transcript yourself. If you choose to send official transcripts yourself, the TRA is not required and will be waived when the last transcript required is received.

## Document Mailing Address

Please have any transcripts or other documents for your admission record sent to:

American Public University System  
ATTN: Document Services  
111 West Congress Street  
Charles Town, WV 25414

## Admission Document Policies

## Registration Eligibility

- **Undergraduate Students:** You must submit all required documentation within 8 weeks of starting your first course or you will be blocked from future registration. However, you will NOT be dropped from any current registrations solely for missing your 8-week deadline.
- **Master's Students:** If you enroll in a master's level program, graduate certificate, or graduate non-degree-seeking program you must provide documentation of your undergraduate bachelor's or higher degree conferral from an institution whose accreditation is recognized by CHEA. You will not be eligible to register for courses until you have demonstrated conferral of an undergraduate a bachelor's degree or higher and any additional admission requirements.
  - You may provide an unofficial graduate or bachelor's diploma, transcript, or official letter of pending graduation in a Bachelor's of higher degree to your admissions representative for review. Once the admissions representative reviews the diploma, transcript, or official letter, you may be permitted to register for courses, provided your selected program does not have any additional admission requirements. You must submit official transcripts within 8 weeks of starting your first course or you will be blocked from future registration. However, you will NOT be dropped from any current registrations solely for missing your 8-week deadline.
  - If you completed a bachelor's or master's degree with APUS, you will not be required to provide an official transcript to enter into a graduate program with the university, but you may be asked to provide additional documentation based upon program of study.
- **Paper Transcript Requirements:** All official college transcripts for admission and TCE must be sent to APUS from the issuing institution and be received in sealed envelopes. No faxed transcripts or transcripts with envelopes that have been opened by the student will be accepted, even for temporary purposes. Paper transcripts must be printed on official tamper-proof paper and be received in our office inside their original sealed envelopes to be considered official.
- **Electronic Transcript Requirements:** Electronic transcripts are considered official if they are delivered by the original granting institution through a secured website.
- **Degree Completion Letters:** Letters showing degree completion and/or transcripts with no degree conferral are not acceptable for admission.
- **Admission Status:** You will not have a **COMPLETE** admission status on your record until all documents listed in your document log have been received.
- **Document Ownership:** Once you submit a document for admission or for transfer credit, it is considered a permanent part of you student record and the property of American Public University System. We will not return any admission documents to you.

Academic Goal - Program Level or Course Type	Required Documents to Complete Your Student Record
Entry into an Associate or Bachelor's Program with no previous college coursework completed	Submission of official or unofficial high school documentation is required as listed in General Admission Policies.
Entry into an Associate or Bachelor's Program with previous college coursework completed but not yet earned a Bachelor's degree (Transfer Students)	<ul style="list-style-type: none"> <li>• High school completion self-certification (see above)</li> <li>• Transfer Credit Application</li> <li>• Signed TRAs to acquire official transcripts from the accredited undergraduate institutions where previous coursework was taken</li> <li>• All documents listed in the Document Log</li> </ul>
Entry into a Bachelor's Program with a	Official transcript showing Bachelor's degree (BA/BS), or higher, conferred from an institution accredited by an accrediting body



Bachelor's Degree completed	recognized by CHEA All additional documents listed in your document log.
Entry into an Undergraduate Certificate Program	Submission of official or unofficial high school documentation is required as listed in General Admission Policies.
Entry into an Undergraduate Non-Degree-Seeking Program	Self-certification in admission application of a standard high school diploma or equivalent as listed in General Admission Policies.
Entry into an Undergraduate Audit Course	Self-certification in admission application of a standard high school diploma or equivalent as listed in General Admission Policies.
Entry into a Master's Program	You must have already earned a Bachelor degree or higher in order to enroll in a Masters or Graduate Certificate program at APUS. The degree must have been conferred by an institution whose accreditation is recognized by <a href="#">CHEA</a> . If you have prior graduate credit, you may submit a TCE Application to have credit evaluated toward your degree, but it is not required.
Entry into a Graduate Certificate Program	You must have already earned a Bachelor degree or higher in order to enroll in a Masters or Graduate Certificate program at APUS. The degree must have been conferred by an institution whose accreditation is recognized by <a href="#">CHEA</a> . If you have prior graduate credit, you may submit a TCE Application to have credit evaluated toward your degree, but it is not required.
Entry into a Graduate NanoCert™	Official transcript showing Bachelor's degree (BA/BS), or higher, conferred from an institution accredited by an accrediting body recognized by CHEA, with the exception of programs with <a href="#">additional admission requirements</a> . Due prior to course registration.
Entry into a Graduate Non-Degree-Seeking Program	<ul style="list-style-type: none"> <li>• Official transcript showing Bachelor's degree (BA/BS), or higher, conferred from an institution accredited by an accrediting body recognized by the CHEA. Due prior to course registration.</li> <li>• Students who already have a Master's Degree from an accredited institution should submit the official transcript of that degree instead of the BA/BS.</li> </ul>
Entry into a Graduate Audit Course	Official transcript showing Bachelor's degree (BA/BS), or higher, conferred from an institution accredited by an accrediting body recognized by CHEA.

# Admission of International Students

An international student at APUS is defined as any student who does not hold U.S. citizenship. In addition to the admissions requirements set forth in its policies and procedures, APUS reserves the right to require additional documentation for admission as it deems appropriate or as may otherwise be required by law.

## English Proficiency Requirement

English is the official language of the American Public University System. Other than foreign language courses, all classroom requirements are to be completed by the student in English without the use of any translation. To ensure that students have the opportunity to succeed in our courses, students who are not U.S. citizens may be asked to provide verification of English proficiency in order to enroll for academic credit in any of our courses.

APUS accepts a variety of English proficiency exams; test results are accepted from an approved vendor list that is managed by our admissions team and approved by the Vice President of Admissions. These examinations are reviewed yearly to ensure that these tests and the acceptable scores meet APUS criteria and the list may change occasionally based on approval by the Vice President of Admissions. International students will be blocked from registration, or dropped from any initial registration, if it is determined that English proficiency is required to complete the admissions record.

## Exemptions

- U.S Military: Students who are active duty, reserve status, guard status, or retired U.S. military are exempt from this testing requirement.
- Previous U.S. Degrees:
  - For undergraduate, masters & graduate certificate programs, students who have earned an associate or higher degree from an accredited U.S. institution or who have completed an English composition course with a grade of B- or higher at an accredited U.S. institution.
  - For doctoral programs, students who have earned a bachelor's or higher degree in residence at an institutional accredited institution in the U.S. or who have transcripts from at least 12 semester hours of graduate coursework with a GPA of 3.0 (out of 4.0) in residence at a regionally accredited institution in the U.S.
- Citizenship: Students who are citizens of certain countries, where English is the only official language, may be exempt from this testing requirement. Please contact your admissions representative or review our [English Proficiency Requirements](#) to verify if you would be covered by this exemption.
- Readmissions: Any international students who are currently disenrolled but requesting readmission to APUS will be required to fulfill this admission requirement unless they already successfully completed an APUS course in the past with a grade of C or higher.
- U.S. High School Graduates: Students who can supply an official transcript of graduation from a U.S. high school whose diploma is recognized by the State Board of Education or students who hold a U.S. GED certificate.

## Submitting Test Results

To have an official TOEFL Score Report mailed directly to our university, the APUS code number 5315 must be supplied to ETS. Students may also send their own scanned copy of their TOEFL, IELTS, or other acceptable test results to [info@apus.edu](mailto:info@apus.edu) or fax to 304-724-3788. Examples of acceptable scores for common English proficiency tests are provided below. If you have questions about a particular test or score not listed, please contact [info@apus.edu](mailto:info@apus.edu).

## Minimum Test Scores Accepted

## Undergraduate Minimum Graduate Minimum

<b>ACT English</b> (Must be less than 5 years old)	18	21
<b>SAT Verbal</b> (Must be less than 5 years old)	450	480
<b>WAEC (formerly the GCE)</b> (No timeframe)	English C4 or higher	English B2 or higher
<b>TOEFL Paper Based Test</b> (Must be less than 2 years old)	520 with TWE of 4.0	550 with TWE of 4.5
<b>TOEFL Internet Based Test</b> (Must be less than 2 years old)	Reading 21 Writing 23	Reading 24 Writing 27
<b>Duolingo</b>	100	105
<b>IELTS Academic Test</b> (Must be less than 2 years old)	Reading 6.0 Writing 6.0	Reading 6.5 Writing 6.5

Review the [TOEFL](#) and [IELTS](#) websites for more information.

## Non-U.S. Transcripts

If you have transcripts from outside the U.S., you will need to have these evaluated by an accepted educational agency to determine their U.S. equivalency. Various international educational firms can interpret the educational backgrounds of people who have studied outside the United States and are in need of statements of U.S. equivalencies (See the list below under “Accepted Credential Evaluation Service Organizations.”). These evaluators issue two main types of reports:

- Degree-only verification: Verifies the type of credential earned and whether or not the non-U.S. institution is equivalent to an accredited U.S. institution. This step is required both for high school credentials if you are enrolling in an undergraduate level program, and for graduate-level programs to verify that you have the equivalent of a U.S. Bachelor degree.
- Course-by-course evaluation: (Optional) Verifies whether or not the non-U.S. institution is equivalent to an accredited U.S. institution and includes a separate report that provides U.S. semester credit, grade equivalent, and level equivalent (graduate or undergraduate) for each course. The report is used for Transfer Credit Evaluations

(TCE). This is only required if you wish to have your previous non-U.S. college work reviewed for potential transfer credit.

## Accepted Credential Evaluation Service Organizations

APUS will accept official evaluation reports from the foreign education evaluation agencies listed below. You will be responsible for contacting the agency directly for procedure and fee information:

- [Commission on Graduates of Foreign Nursing Schools](#) (CGFNS) – APUS accepts only the academic report which includes the earned credential equivalency and a course-by-course report.
- A current member of the [National Association of Credential Evaluation Services National Association of Credential Evaluation Services](#) (NACES).\*
- A current member of the [Association of International Credential Evaluators, Inc.](#) (AICE).\*

\* Because membership may change throughout the year, applicants with non-U.S. transcripts requiring evaluation should visit the NACES or AICE web sites to see the most current information.

THE EVALUATING AGENCY SHOULD MAIL THE OFFICIAL REPORT TO THIS ADDRESS

American Public University System  
Attn: Document Services  
111 West Congress Street  
Charles Town, WV 25414

## Undergraduate Admissions with No Previous College

You must have earned a standard high school diploma or its international equivalent in order to enroll in an undergraduate program at APUS. If you are enrolling in an undergraduate level program and have a high school credential from a non-U.S. high school, you will need to have these evaluated by an accepted educational agency to determine their U.S. equivalency. You must request the educational agency interpreting your high school credential send an official degree-only report directly to APUS. The report must verify that your high school credential is at least the equivalent of a U.S. high school.

Members of the United States Armed Forces and veterans are exempt from this policy.

## Undergraduate Admissions with Previous College Credit

If you have previously completed college level courses, and are enrolling in an Associate or Bachelor degree, you are required to submit a Transfer Credit Evaluation (TCE) Application as part of your admission process, unless the only previous college coursework you completed was at a non-U.S. university.

If you have not earned the equivalent of a Bachelor degree yet, and you wish to have your previous college credit reviewed for potential transfer credit, you must request the educational agency interpreting your non-U.S. college-level transcript to send a course-by-course evaluation report directly to the university. If you do not wish to have your non-U.S. transcript evaluated for by an outside agency, you will only need to have an official transcript of your studies sent to us from your previous school for your student admission file.

## Exception for Canadian Institutions

If you have applied for a transfer credit evaluation and are requesting transfer credit for coursework taken at a Canadian Institution, you are not required to get an International course-by-course evaluation of the Canadian transcript if it meets the following criteria, although you will still need to have an official transcript sent to us:

Transcript is in English.

- Transcript is from a school that is a member of the Association of Canadian Colleges and Universities, OR if accreditation is shown on the transcript from the Ministry of Education of the province, OR if the school has been given degree-granting rights by an act of the Canadian legislature OR if listed as a school already recognized in CHEA database.

## **Graduate Admissions**

If you are enrolling at APUS in a master's or graduate certificate program and your bachelor's or higher degree is from a non-U.S. institution, you must request the educational agency interpreting your non-U.S. college-level transcript to send an official degree-only verification report directly to us. The report must verify that you earned the equivalent of a bachelor's degree from an institutional accredited institution in the United States.

If you are enrolling at APUS in a doctoral program and your master's or higher degree is from a non-U.S. institution, you must request the educational agency interpreting your non-U.S. college-level transcript to send an official degree-only verification report directly to us. The report must verify that you earned the equivalent of a master's degree from an institutional accredited institution in the United States. For your unofficial transcript of a bachelor's degree, a degree verification is not required.

If you have also completed graduate-level course work at a non-U.S. institution and wish to have this credit reviewed for potential transfer credit, you will also need to submit a Transfer Credit Application at APUS and have the educational agency complete a course-by-course evaluation with the report sent directly to us. This is not required and is only if you want to try to transfer credit to APUS.

## **Exceptions**

### *Canadian Institutions*

You do not need to have your transcript evaluated by an educational agency for degree only verification for admission into one of our graduate programs if your degree was from a Canadian institution that meets one of these conditions:

- If the school is a member of the Association of Canadian Colleges and Universities.
- If accreditation is shown on the transcript from the Ministry of Education of the province.
- If the school has been given degree-granting rights by an act of the Canadian legislature.

### *Swedish Defense College*

Our university accepts official documentation for students completing programs from the Swedish Defense College as the equivalent of a Bachelor's degree without requiring an educational agency evaluation.

*If you have more questions about international document requirements, please e-mail us at [info@apus.edu](mailto:info@apus.edu).*

# Admission of Concurrent High School Students

Students who are still in high school and at least 14 years of age who meet eligibility requirements for concurrent enrollment can be admitted as an undergraduate Non-Degree Seeking student and are able to register for 100 and 200 level courses. The eligibility requirements are below.

Students who have erroneously stated they are still in high school on the application for admission may provide one of the below for review in order to determine eligibility to pursue a degree or certificate program:

- An unofficial or official high school transcript/diploma
- A signed letter from their Education Service Officer indicating that the student's high school is acceptable for acceptance into their service branch and the usage of tuition assistance benefits
- An unofficial or official Joint Services Transcript, CCAF transcript or DD Form 214 Certificate of Release/Discharge from Active Duty
- An unofficial or official college transcript showing completion of 9 or more hours of college credit

## Concurrent Eligibility Requirements

You must complete the standard application for admission and meet the admission requirements of an undergraduate Non-Degree Seeking student. You will also need to supply the following documents prior to being eligible to register for courses:

- If you are under the age of 17, you will need to have an Enrollment Waiver Form signed by your parent or legal guardian.
- An official high school transcript or official letter from the principal or guidance counselor verifying junior or senior standing and high school GPA of 3.0 or better or its equivalent. *A class standing lower than junior or a GPA of 2.0-2.9 also may be accepted in certain circumstances and subject to the APUS Provost's approval.*

*If you have any more questions regarding enrolling while still in high school, or need a copy of the Enrollment Waiver Form, please contact us at [info@apus.edu](mailto:info@apus.edu).*

# Admission of any Student Under 17

If you are under the age of 17 and wish to register for courses at APUS, you must submit an Enrollment Waiver Form signed by your parent or legal guardian whether you are a concurrent high school or grade school student or have already graduated from high school. You will be blocked from registering for courses until we have this signed document on your record.

High school documentation is required as listed in the [General Admission Policies](#).

If you also have not yet completed the equivalent of high school, please see [Admission of Concurrent High School Students](#).

If you have any more questions regarding enrolling, or need a copy of the Enrollment Waiver Form, please contact us at [info@apus.edu](mailto:info@apus.edu).

# Admission of Students with IEP, Technical or Vocational Diplomas

APUS requires a high school diploma or its equivalent to matriculate into its programs. APUS does not consider IEP certificates of completion, or Technical/Vocational diplomas, as the equivalent of a high school diploma.

If you have an IEP certificate of completion, or Technical/Vocational diploma, you may choose one of the following options to gain admission to one of our degree programs, but you will likely not be eligible to use Federal Student Aid of any kind to cover your tuition costs.

- You may seek admission as a concurrent high school student, which means you must enroll in non-degree-seeking status. Once you have completed 12 semester hours at APU with a GPA of 2.0 or above, you may apply to change to enroll in a degree program. If you request to change your major to a degree or certificate prior to successfully completing 12 semester hours with a minimum 2.0 GPA, we will not be able to process your request.
- You may seek admission to a degree at APUS after successfully completing 12 semester hours or more at a recognized accredited community college with a GPA of 2.0 or above. However, if using this option, you will not be able to register at APUS until we have received and been able to verify this on your official transcript, unless you are enrolled only as a non-degree-seeking (undergraduate courses for transfer) student.

Students who have erroneously stated they have an IEP certificate of completion, or Technical/Vocational high school diploma on the application for admission may provide one of the below for review in order to determine eligibility to pursue a degree or certificate program:

- An unofficial or official high school transcript/diploma
- An unofficial or official college transcript showing completion of 12 or more hours of college credit with a GPA of 2.0 or above

If you have an IEP certificate of completion, or a Vocational/Technical high school diploma, per federal guidelines you will not be eligible to use federal student aid, despite being admitted to a degree or certificate program, unless you already were approved for and have used federal student aid prior to 2012.



# Admission of Home-Schooled Applicants

If you were home schooled for your high school diploma, you must self-certify on your admission application that you have completed secondary school through home schooling as defined by state law in your state of residence at the time.

High school documentation is required as listed in the [General Admission Policies](#).

*If you have any questions about being admitted as a home schooled student, please contact us at [info@apus.edu](mailto:info@apus.edu).*

# Admission of Students from Non-Recognized High Schools

Students must possess a standard high school diploma from a high school recognized by an institutional accrediting body or the state or county Board of Education in your high school's home state. If it is found that you received your diploma from a high school that is not recognized by a state or county Board of Education in your high school's home state, or by an institutional accrediting body, or you did not receive the state-defined equivalent of a high school diploma, you will be dropped from any current course registrations and your admission will be denied. Any federal financial aid that you have been awarded at this point will be canceled.

If you want to check if your high school diploma will be accepted, please check with the state or county Board of Education in the location where your high school is based to verify that they recognize diplomas issued by your high school.

Students who have earned a diploma from a school that does not meet APUS admissions standards but who have earned 9 or more hours of college credit may be admitted to APUS on a case by case basis, but may not be eligible for certain forms of financial assistance, such as Federal Student Aid benefits.

Students actively serving or who have served in the United States Armed Forces may submit a signed letter from a member in an official capacity, such as a Company Commander or an Education Service Officer, indicating that the student's high school is acceptable for acceptance into their service branch and the usage of tuition assistance benefits. The student may also submit an unofficial or official document proving military status such as a Joint Services Transcript, an Enlisted Record Brief, CCAF transcript, or DD Form 214 Certificate of Release/Discharge from Active Duty.

*If you have any questions regarding your high school diploma, please contact us at [info@apus.edu](mailto:info@apus.edu).*

# First Course Recommendations

APUS has no formal placement tests for any subject, but the University does recommend registering for certain courses early in your academic career to set yourself up for success.

## Effective July 2019

### English Course Recommendations

- Students who are unsure of their proficiency in basic grammar and sentence structure, or who have never taken a college-level writing course should register for English 100.
- Students who have taken a college-level writing course, and are confident in their ability to create clean, error-free prose should register for English 110 (Making Writing Relevant).
- Students should take their first writing course as early as possible to increase chances of success in subsequent General Education and Program courses.

### Math Course Recommendations

- Students who have never taken Pre-Algebra should register for Math 100.
- Students who have taken Pre-Algebra, but not a college-level Algebra course, should enroll in Math 101 (Introduction to College Algebra), Math 110 (College Algebra), or Math 125 (Math for Liberal Arts Majors).
- Students who are confident in their college-level Algebra abilities should enroll in Math 111 (Trigonometry).

*If you have any questions regarding your course planning, please contact your admissions representative at [info@apus.edu](mailto:info@apus.edu). Your admissions representative will also be happy to assist with course registration, recommend course progression, and discuss course load.*

# How to Transfer Prior College Credit to APUS

Our university system is student-focused and committed to awarding as much transfer credit as possible to our students.

Here's how to initiate your Transfer Credit Evaluation (TCE):

- Log into your ecampus and click Transfer Credit Application under the ACADEMIC PLAN & FORMS Menu at the top of your screen.
- If you would like for us to request all of your transcripts, please complete and upload the Transcript Release Authorization (TRA) form(s). To locate the TRA form(s):
  - Log into your ecampus and click TCE Request Form under the ACADEMIC PLAN & FORMS, COMPLETED FORMS section.
  - You will notice a blue link with your previous college(s) listed. Click on the link to print the TRA form(s); then sign and return to us.
  - Instructions for uploading the TRA form to your Document Log are included at the top of the TRA form. If you're unable to upload your TRA form, you can scan and email it to [TRA@apus.edu](mailto:TRA@apus.edu) or fax it to 304-724-3811.
  - Please note that some institutions will not allow a third party to obtain the official transcript. If this is the case, a TRA form will not be available to you. Additionally, the Document Log in your ecampus will indicate "Student Action Needed" next to the name of the institution. In these instances, you will need to request the official transcript. The transcript must arrive directly from the sending institution or from you in an unopened/sealed envelope to be considered official.

\*The Document Services team will order your transcript within two business days of receipt of the signed TRA form. Your transcript will arrive based on your previous institutions processing time; schools that provide eTranscripts may be as little as two business days, schools that provide physical transcripts may take up to four weeks.

Here's what you need to know about the TCE process:

- If you are an active duty member of the United States Army, Navy, Marine Corp, or Coast Guard, you are required to submit a TCE Application. A Joint Services Transcript (JST) will be automatically added to your document log and will be ordered for you. Air Force active duty, reserve, and veterans will need to request an official Community College of the Air Force (CCAF) transcript to be sent to the Charles Town, WV office.
- You are responsible for providing the necessary documents or certificates of completion selected on the TCE Application for professional military/civilian experience recognized by ACE; these may be faxed to 304.724.3788 or emailed to [documents@apus.edu](mailto:documents@apus.edu). \*Please include your student ID and ACE ID number on each document. This entry will appear as Student Action Needed on your Document Log page.
- You are also responsible for providing copies of CLEP/DSST/AP exam scores; these may be faxed to 304-724-3788 or emailed to [documents@apus.edu](mailto:documents@apus.edu).
- \*This entry will appear as Student Action Needed on your Document Log page.
- If all required documents are not received within 8 weeks from the date your first course begins, you will be prevented from future course registrations until all documentation is received.
- As the documents you selected for credit evaluation arrive, they will be added to your student record and your document log entry status will be updated to reflect a "Received" status. To view the status of your incoming documents, please log into the Document Log by clicking **Document Log** under the **Academic Plan & Records** dropdown at the top of your ecampus. Your Document Log will appear and you will be able to view the status of your documents.

Only after **ALL** documents you have listed for review have been received, will your file sent for the official TCE. This portion of the process can take up to 2 -3 weeks.

# Transfer Credit Guidelines - Undergraduate and Graduate

Residency requirements (coursework completed through the university by an enrolled student) are set by our accrediting body, the Higher Learning Commission (HLC). Transfer guidelines are established by the university; and the total number of credits you may transfer also depends on your declared program of study and whether the type of credit previously earned meets the learning outcomes and objectives for the program. We only accept credits that apply directly toward your program requirements. Please note APUS uses semester hours as its unit of measure. Any credits earned in a different unit of measure will be converted to the semester hour unit.

- Certificate – varies; students must complete at least 9 credits with APUS
- Associate – up to 45 transfer credits accepted\*
- Bachelor – up to 90 transfer credits accepted\*
- Master – up to 15 transfer credits accepted\*
- Dual Master – up to 15 transfer credits accepted

\*This figure applies to most programs at this level. Please note there are exceptions based on specific program requirements.

The University also accepts credits earned based on assessment or experience (college-level exams, civilian, corporate, government, and military learning). Credit of this nature is defined as nontraditional credit. There are guidelines on the amount of nontraditional credit we can accept for transfer. This amount is part of the transfer credit limits detailed above.

- Certificate – varies by certificate and level
- Associate – 30 of the 45-credit transfer maximum can be nontraditional credit
- Bachelor – 60 of the 90-credit transfer maximum can be nontraditional credit
- Master – 9 of the 15-credit transfer maximum can be nontraditional credit\*
- Dual Master – 9 of the 15-credit transfer maximum can be nontraditional credit

\*This figure applies to most programs at this level. Please note there are exceptions based on specific program requirements.

## *Acceptable grades*

Undergraduate level: Grades of “C” or above

Graduate level: Grades of “B” or above

## *Course age limitations*

In addition to the below course-specific age limitations, please be advised that graduate-level coursework older than 10 years will not be accepted for transfer.

Age Restricted Subjects and Corresponding APUS Course Prefix	Age Limitation	Transfer Credit Award Policy
Information Technology Design (DSIN) Information System Security (ISSC) Information Technology	5+ Years	Courses for transfer in these subject areas that exceed 5 years in age may be transferred into undergraduate or graduate programs to fulfill General Elective area requirements only, and will not be considered equivalent to any APUS course

Management (ITMG)		offering.
Data Science (DATS)		
Computer Science (CSCI)		
Enterprise Development (ENTD)	7+ Years	Courses for transfer in these subject areas that exceed 7 years in age may be transferred into undergraduate or graduate programs to fulfill General Elective area requirements only, and will not be considered equivalent to any APUS course offering.
Information Security Planning (INFO)		
Computer Information System Technology (ITCC)		
Web Development (WEBD)		
Information Technology Network (ITNW)		
Political Science* (POLS)	10+ Years	Political Science courses that exceed 10 years in age will not be considered equivalent to any APUS course offering. *General Political Science coursework over 10 years may be used to fulfill General Education Civics, Political & Social Science requirements at the undergraduate level.
Sociology** (SOCI)	20+ Years	Sociology courses that exceed 20 years in age will not be considered equivalent to any APUS course offering. **General Sociology coursework over 20 years may be used to fulfill General Education Civics, Political & Social Science requirements at the undergraduate level.
Psychology*** (PSYC)	30+ Years	Psychology courses that exceed 30 years in age will not be considered equivalent to any APUS course offering. ***General Psychology coursework over 30 years may be used to fulfill General Education Civics, Political & Social Sciences requirements at the undergraduate level.

## Transfer Credit Information

For detailed information on Transfer Credit Evaluation (TCE), and to see exactly how your completed courses from your college may transfer to APUS, please visit the Transfer Credit Evaluation Center for [AMU](#) and [APU](#).

# How to Pay for Courses

APUS tuition and fees are subject to change, as approved by the Board of Trustees. Notification of any changes will be posted in a timely fashion.

The following information is covered in this section of the APUS Student Handbook:

- [APUS Student Fees](#)
- [APUS Tuition](#)
- [APUS Tuition Refund Schedule](#)
- [Methods of Payment Available](#)
- [Consequences of Unpaid Balances](#)
- [Definition of Full-Time Status for VA Benefits](#)
- [Definition of Full Time Status for FSA Benefits](#)
- [Satisfactory Academic Progress \(SAP\)](#)
- [Code of Conduct - Student Loans](#)
- [California Residents](#)

# APUS Student Fees

<b>Fee</b>	<b>Amount</b>
Admission Fee	\$0
Drop Fee (before Week 2)	\$0
Master's Comprehensive Exam*	\$250
Graduation Completion Fee: Degree (Associate, Bachelor's, Master's)	\$150
Completion Fee: Certificate	\$25
Registration Fee	\$0
Registration Late Fee (non-refundable)	\$50
Master's-level Technology Fee (per course)	\$85
Transcript (each):	
Official Electronic Transcript	\$10
Official Paper Transcript	\$20
Unofficial Electronic Transcript	\$5
Average Course Material Costs	\$100

\*Excluding the Master of Public Health Comprehensive Exam



# APUS Tuition

<b>8- and 16-Week Sessions (3 semester hours)</b>	<b>Cost per Course</b>
Academic Credit: Undergraduate \$350 per credit hour/Preferred Military Rate of \$250 per credit hour*	\$1050/\$750*
Academic Credit: Master's Level \$425 per credit hour/Preferred Military Rate of \$250 per credit hour*	\$1275/\$750*
Doctoral	<a href="#">View programs for pricing details</a>
Auditing a Course	\$300

<b>8- and 16-Week Sessions (4 semester hours)</b>	<b>Cost per Course</b>
Academic Credit: Undergraduate \$325 per credit hour/Preferred Military Rate of \$250 per credit hour*	\$1400/\$1000*
Academic Credit: Master's Level \$425 per credit hour/Preferred Military Rate of \$250 per credit hour*	\$1700/\$1000*
Doctoral	<a href="#">View programs for pricing details</a>
Auditing a Course	\$400

\*Preferred Military Rate: All U.S. active-duty servicemembers, National Guard members, Reservists, and military families, (parents, spouses, legal partners, siblings, and dependents) are eligible for the Preferred Military Rate of \$250/credit for undergraduate and master's-level courses. The Preferred Military Rate cannot be combined with any other special rates, promotions, or grants.

Veteran Grant: All veterans and family members (parents, spouses, legal partners, siblings, and dependents) are eligible to receive a 10% Veteran Grant on standard undergraduate and master's-level courses. Course grants cannot be combined with any other special rates, promotions, or grants and only one can be applied per course.

For more information on audit or other course type, please refer to the [Registration](#) section.

# APUS Tuition Refund Schedule

## Tuition Refunds - Course Start or During Week One

You will receive a 100% refund of tuition if you drop the course before or during week 1 of the course.

- Refunds through week one DO include your technology fees charged per course.
- Refunds through week one DO NOT include late registration fees.

## Refunds after Week One

Refunds for academic credit courses are based on the weekly schedule of your course session.

You should use the tables below to find your potential refund amount based on the session length of your course and in which week of the course session you submitted your online withdrawal request form.

Students should allow 30 days for the processing of tuition refunds. Depending on the original payment method, refunds may not be issued if there is a past due balance on the account. In some cases, credits may instead be applied to the open balance.

- **Audit Students:** There are no refunds for students withdrawing from Audit courses after week one.
- **Involuntary Withdrawals:** Students receive the standard refund based on the date of the withdrawal if they are involuntarily withdrawn from courses due to lack of academic progress, or suspension due to student conduct issues, including plagiarism.

## 16-Week Course - Tuition Refund Schedule

Withdrawal Request Date	Tuition Refund Percentage
Before or During Week 1	100%
During Week 2	100%
During Weeks 3 and 4	75%
During Weeks 5 through 8	50%
During Weeks 9 through 16	No Refund

## 8-Week Course - Tuition Refund Schedule

Withdrawal Request Date	Tuition Refund Percentage
Before or During Week 1	100%
During Week 2	75%
During Weeks 3 and 4	50%
During Weeks 5 through 8	No Refund

## 2-Week Course - Tuition Refund Schedule

Withdrawal Request Date	Tuition Refund Percentage
Before or During Week 1	100%

During Week 2

No Refund

## **Military TA Refund Schedule**

### **16-Week Course – Tuition Refund Schedule**

<b>Withdrawal Request Date</b>	<b>Tuition Refund Percentage</b>
Before or During Weeks 1 and 2	100%
During Weeks 3 and 4	75%
During Weeks 5 through 8	50%
During Weeks 9 through 10	40%
During Weeks 11 through 16	No Refund

### **8-Week Course - Tuition Refund Schedule**

<b>Withdrawal Request Date</b>	<b>Tuition Refund Percentage</b>
Before or During Week 1	100%
During Week 2	75%
During Weeks 3 and 4	50%
During Week 5	40%
During Weeks 6 through 8	No Refund

### **2-Week Course - Tuition Refund Schedule**

<b>Withdrawal Request Date</b>	<b>Tuition Refund Percentage</b>
Before or During Week 1	100%
During Week 2	No Refund

*The Department of Defense requires the University to return any unearned Military Tuition Assistance (TA) funds to the Department should a service member withdraw from a course that was paid for using TA. If a service member withdraws from any course on or before the 60% completion date (during week 5 for an 8-week course and during week 9/10 for a 16-week course), a prorated refund will be issued back to the Department for the TA funds that were provided. The schedules above determine the prorated amount of TA funds refunded to the Department based on the date of service member's withdrawal from a course. For example, if a service member withdraws from a course at the 60% mark (during week 5 for an 8-week course and during week 9/10 for a 16-week course), 40% of TA funds used for the course will be returned to the Department. In instances when a service member stops attending due to a documented military service obligation, the University will work with the affected service member to identify solutions that may not result in a student debt to the University for the portion of TA funds returned to the Department.*

# Methods of Payment Available

As a student, you are ultimately responsible for all tuition and fees incurred, regardless of any anticipated third-party payments (e.g., tuition assistance, loans, etc.). The following information is covered in this section of the APUS Student Handbook:

A number of payment methods are available for covering your tuition costs. Please follow any link below to find out more about each payment method.

- [Additional Electronic Payment Options](#)
- [Automatic Debit Plan](#)
- [Credit Card](#)
- [Department of Defense Training Funds](#)
- [Employer Voucher](#)
- [Federal Government Employee Tuition Reimbursement](#)
- [Federal Student Aid](#)
- [Federal Grants](#)
- [Military Tuition Assistance](#)
- [Outside Scholarships](#)
- [State Grant Programs](#)
- [VA Benefits](#)
- [Veteran Readiness and Employment Service \(VR&E\), Chapter 31 Funding](#)

As a student, you are ultimately responsible for all tuition and fees incurred, regardless of any anticipated third-party payments (e.g., tuition assistance, loans, etc.).

# **Additional Electronic Payment Options**

Apple Pay®, Google Pay™, and PayPal™ are accepted and can be entered during course registration.

# Automatic Debit Plan

The University System offers an Automatic Debit Plan (ADP) to enable students to spread tuition payments over time by having them automatically charged to a credit card on a preset schedule. The amount and number of payments is proportional to the length of the course and ensures course tuition is paid prior to the end of the academic period. Students in 16-week courses make four ADP payments. Students in 8-week courses make two ADP payments. To be eligible for the ADP plan, any student must be registered for credit-bearing courses. Audit students are not eligible for ADP.

## ADP Eligibility

To be eligible to use ADP, you must:

- Have declared an undergraduate or graduate degree as your academic goal
- Use a credit card as payment
- Have an acceptable credit history with APUS

For more information regarding our payment plans, please visit the [AMU](#) or [APU](#) tuition & finance site.

# Credit Card

You may pay your tuition and any other charges with your Master Card®, Visa® or Discover® card.

# Department of Defense Training Funds

If you serve in the military or the Federal Civil Service, you should contact your Education Services Officer (ESO) or Civilian Training Representative to find out if you are eligible for training funds before registering for classes. These funds are not administered by DANTES and are typically reserved for courses that apply directly to your job. If eligible, you may pay tuition with command or agency training funds by submitting a DD-1556 (or other applicable form).



# Employer Voucher

Many corporations and companies, including the federal government, offer educational benefits to their employees through an Employer Voucher process. You should check with your Human Resources representative for specific details. Our university system will provide any necessary documentation regarding tuition, fees, accreditation, course content, or other information that may be required.

Because direct billing cannot be contingent upon a final grade or completion of a course, you will need to pay upfront if your employer requires a specific minimum final grade before a guarantee of tuition payment can be made. We recommend consider using our ADP Payment option if you fall under this employer reimbursement system. Learn more at our [AMU](#) or [APU](#) tuition & finance site.

## To qualify for the Employer Voucher payment option

- Your employer must provide our Finance Office with a guarantee of tuition payment through an Employer Voucher. This voucher should be faxed to our Finance Office prior to the start date of the course.
- Prior to course registration, you must obtain your Employer's Identification Number (EIN), which can be found on any W-2 form or supplied by the employer's Human Resources Office.
- At the time of registration, you must choose "Employer Voucher" as payment type and enter the EIN.

# Federal Government Employee Tuition Reimbursement

If you are a full-time employee of the federal government, you may be eligible for reimbursement of your tuition and course material costs associated with your studies. The Office of Personnel Management supports job-related studies with up to 100% tuition reimbursement and may also cover the cost of all required course materials. The extent of this coverage depends on:

- Approval by both your immediate supervisor and your local Civilian Training Director confirming the course to be directly related to your job requirements and professional development.
- Funds available for the course. In some cases, limited funding may preclude full tuition reimbursement and/or course material cost coverage.

You should confirm approval and financial assistance before registering for any courses.

# Federal Student Aid

As an APUS student, you may be eligible to use the two primary types of Federal Student Aid at APUS.

- Loans, which need to be repaid.
- Grants, which do not need to be repaid.

To determine if you are eligible for Federal Student Aid, please visit our [AMU](#) or [APU](#) tuition & finance site.

# Federal Grants

Grants are a type of federal aid that do not need to be repaid. APUS participates in the Federal Pell Grant program.

Federal Pell Grant eligibility is based upon financial need, as well as other eligibility requirements for Federal Student Aid (FSA).

As a student at APUS, you may be eligible for the Federal Pell Grant. For more information, please visit our [AMU](#) or [APU](#) tuition & finance site.

# Military Tuition Assistance

We have been educating those who serve™ since 1991, and we are a top provider of education to the U.S. military today. We are as dedicated to helping you pay for school as we are to helping you start and finish it. Here are just a few ways we support our military students:

- Low [tuition rates](#) to help limit your out-of-pocket costs beyond military tuition assistance (TA).
- A Preferred Military Rate of \$250/credit hour for undergraduate and master's-level courses for all U.S. active-duty servicemembers, National Guard members, Reservists and their families, including parents, spouses, legal partner, siblings and dependents.
- A master's-level book grant is available to active-duty servicemembers, National Guard members, Reservists and their families, including parents, spouses, legal partner, siblings and dependents providing no-cost ebooks for master's-level courses.
- Possible [transfer credits](#) for your military courses including CCAF, JST, DANTES, METC, and ACE-evaluated training. The University reserves the right to accept or deny credits according to the policies outlined on these transfer credit webpages.
- Inclusion in the DANTES Catalog of Nationally and Institutional Accredited Distance Learning Programs.
- Online support teams and military education coordinators located at, or near, base installations around the country.

## Steps to Using Military TA

We recommend you start this process at least four weeks prior to your course start date.

1. Apply for admission to our university and print your degree plan.
2. Register for courses; **all branches require registration prior to approval.**
3. Choose Military TA as your payment method.
4. Meet with your Education Services Officer (ESO) for a briefing on TA.
5. Request required TA forms through your ESO or branch education portal for each course with a unique start date (use TA school code 3389A).
6. **Army students** will need to use the [ArmyIgnitED Portal](#) to request TA. You will apply for tuition assistance through the portal and it will be sent electronically to APUS for processing.
7. **Air Force students** will utilize an online system for requesting Air Force tuition assistance through the [Air Force Virtual Education Center](#). You will apply for tuition assistance through the portal and it will be sent electronically to APUS for processing.
8. **Navy, Marine Corps., and Coast Guard students** will submit an application through the Navy College Office's virtual [WebTA portal](#).
9. Disclose all sources of aid: Contact the financial aid office if you plan to use [multiple sources of aid](#), such as [FSA](#) or other scholarships.
  - Please review these helpful steps to assist with the [Navy College Office's Tuition Assistance](#) approvals.
  - You may upload a copy of your Tuition Assistance Authorization securely through the Secure Document Upload portal: <https://mydocs.apus.edu>. Please log in with your ecampus ID and Password to upload the required document(s).

## Branch TA Portals

Each branch of the service has a specific TA process. Please select your branch portal below for the most up-to-date information.

- [Air Force](#) (form AF 1227) - Help line: 877-596-5771, Option 7
- [Army](#)
- [Coast Guard](#) (form ETQC 1560) - Help line: 405-954-1360
- [Marine Corps](#) (form NAVMC 10883)
- National Guard
  - [Air Force](#) - Help line: 877-596-5771
  - [ArmyIgnitED Portal](#) or state-specific portal - Help line: 800-817-9990
- [Navy](#) (form NAVEDTRA 1560/5) - Help Line: 877-838-1659
- Reserves (select your branch portal)

## Branch Specific Information

**Army:** Students will use the [ArmyIgnitED Portal](#) to complete TA requests.

- Fiscal Year Cap: **\$4,000** tuition or 16 semester hours (whichever comes first)
- TA Request Deadline: 7 days prior to course start
- TA Registration start: 60 days prior to course start

**Air Force:** Students will use the [Air Force Virtual Education Center](#) to complete TA requests.

- Fiscal Year Cap: **\$4,500** tuition
- TA Request Deadline: 7 days prior to course start date
- TA Registration start: 45 days prior to course start

**Navy:** Students will use the [WebTA](#) application through the Navy College Office to complete TA requests.

- Fiscal Year Cap: **\$4,500** tuition or 12 semester hours (whichever comes first)
- TA Request Deadline: 14 days prior to course start date
- TA Registration start: 60 days prior to course start

**USMC:** Students will use the [WebTA](#) application through the Navy College Office to complete TA requests.

- Fiscal Year Cap: **\$4,500** tuition
- TA Request Deadline: prior to course start date
- TA Registration start: 60 days prior to course start

**Coast Guard:** Students will use the [WebTA](#) application through the Navy College Office to complete TA requests.

- Fiscal Year Cap: **\$4,500** tuition
- TA Request Deadline: 14 days prior to course start date
- TA Registration start: 60 days prior to course start

## Military Spouses

The MyCAA scholarship program provides tuition assistance to eligible military spouses. Follow these steps to pay for your tuition here using MyCAA benefits:

1. [Visit the MyCAA portal](#) to register for the program.
2. [Apply for admission](#) ( [AMU](#) | [APU](#) ) and select MyCAA in the Affiliations and Memberships drop-down menu.
3. Inform your admissions representative that you intend to use MyCAA.
4. Register for the approved MyCAA courses.
5. Select Employee Voucher as your method of payment.
6. Enter the employer name and address: Military Spouse Career Advancement Accounts | 2107 Wilson Boulevard,

Suite 100 | Arlington, VA 22209

7. Enter the EIN number: 11111111
8. Request your Scholarship Education and Training Plan from [MyCAA@apus.edu](mailto:MyCAA@apus.edu).
9. Upload your approved plan into your MyCAA portal.
10. [Log into the MyCAA portal](#) and print out a copy of your confirmed Financial Assistance (FA) award and send this to our TA office by faxing to 866-755-8763 or emailing [ta@apus.edu](mailto:ta@apus.edu)

## More Military TA Info

These websites offer additional information to help you find answers about your military TA needs.

Studentaid.ed.gov articles:

- [Reserve Officers' Training Corps \(ROTC\) scholarships](#)
- [Limited interest rates, no accrual of interest, and deferment of student loans](#)
- [Department of Veterans Affairs \(VA\) education benefits](#)
- [Iraq and Afghanistan Service Grant or additional Federal Pell Grant funds](#)
- [Veteran service organizations financial aid](#)

View "[Military Service Benefits](#)" videos on [Financial Aid TV](#)

# Outside Scholarships

You may use an outside scholarship to cover your tuition at APUS. We encourage you to investigate the availability of grants or scholarships from all sources - review the APUS Web site, research the Department of Education resources and contact local or private organizations like AMVETS, Rotary Clubs, community foundations, or your local Chamber of Commerce.

For more information on outside scholarships, please go visit our [AMU](#) or [APU](#) tuition & finance site.



# State Grant Programs

We encourage you to research grants from the state in which you currently reside. To find out more about grants in your home state, please contact our [Financial Aid Office](#).

# VA Benefits

If you are a veteran of the U.S. military, there are multiple GI Bill<sup>®</sup> benefits for which you might qualify.

If you are using VA benefits to cover your tuition, you will need to initially pay your tuition with a credit card upon registration or set up the automatic debit plan. Also, *due to Veteran's Administration (VA) Consent Compliance regulations in relation to the Principles of Excellence Executive Order, APUS is now required to gain and log your consent, for each course, prior to submitting your enrollment to the VA.*

If you are eligible to combine Department of Defense (DoD) tuition assistance with VA benefits, you must notify your VA office.

To determine your eligibility for VA benefits, contact the VA office online at [www.GIBill.va.gov](http://www.GIBill.va.gov) or call them toll free at 888-442-4551.

For information on the number of semester hours required for full-, three quarter-, or half-time VA benefit levels, please go to the [Definition of Full-Time Status for VA Students](#).

For more information regarding using VA benefits for your APUS courses, please visit our [AMU](#) or [APU](#) tuition & finance site.

If you are experiencing difficult circumstances while coordinating VA benefits and tuition payment, please contact [vaquestions@apus.edu](mailto:vaquestions@apus.edu) for assistance.

# Veteran Readiness and Employment Service (VR&E), Chapter 31 Funding

As a veteran, you may be entitled to Veteran Readiness and Employment Service (VR&E), Chapter 31, education benefits from the Department of Veterans Affairs. VR&E benefits allow the student to receive benefits that may cover the cost of tuition, fees, and related education expenses. VR&E may also pay a stipend for course enrollments, based on your enrollment status.

If you are interested in determining your eligibility for this program, you may call the VA at 1-800-827-1000 and ask about Veteran Readiness and Employment Service benefits. You may also learn more online by visiting <http://www.benefits.va.gov/VOCREHAB/index.asp>. From this site, you can also [apply](#) for the benefit online. If it is determined by the VA that you are eligible, the VA will direct you to a VA Regional Benefit Office (in your local area) to meet with your assigned VR&E counselor to review your goals and be approved to begin enrolling in courses.

Once you're approved for Veteran Readiness and Employment Service benefits, your VR&E counselor will need to submit a Purchase Order authorization for educational benefits to APUS using the Tungsten Network portal. This Purchase Order authorization will allow APUS to grant course access for upcoming registrations and submit your enrollments (22-1999) to your VR&E counselor.

We recommend that your VR&E counselor submit a Purchase Order authorization with starting and ending dates to supply you with an authorization to coincide with our monthly course start dates to allow you the flexibility to schedule courses based on your personal schedule (courses start the first Monday of each month). If you have any questions, or if we can be of further assistance, please contact [VocRehab@apus.edu](mailto:VocRehab@apus.edu).

The [State Divisions of Vocational Rehabilitation Program](#) provides grants to states to support a wide range of services designed to help individuals with disabilities prepare for and engage in gainful employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Eligible individuals are those who have a physical or mental impairment that results in a substantial impediment to employment, who can benefit from vocational rehabilitation (VR) services for employment, and who require VR services. Priority must be given to serving individuals with the most significant disabilities if a state is unable to serve all eligible individuals.

If you are a disabled civilian, please go to <http://www2.ed.gov/programs/rsabvrs/index.html> for more information regarding Vocational Rehabilitation benefits.

If you have any questions regarding how to use your Vocational Rehabilitation benefits at APUS, please contact us at [vaquestions@apus.edu](mailto:vaquestions@apus.edu).

# Consequences of Unpaid Balances

American Public University System (“APUS” or the “University”) provides high quality educational programs at an affordable cost. Each student is responsible for understanding their charges and meeting financial obligations associated with their education. While we understand that many students receive financial assistance from third parties, including military tuition assistance and federal financial aid, the ultimate financial responsibility belongs to the student.

For students using U.S. Department of Veteran Affairs educational benefits, please refer to the [Department of Veteran Affairs \(VA\) Payments](#) section in the student handbook.

If for any reason a payment is not received and a balance exists on your student account, you will be placed on Financial Hold. This status includes third-party payments, such as TA, FSA, or Scholarships that have not been received as expected.

If your financial status is on Financial Hold, you will be blocked from the following while the balance is remaining:

- Registration for another course.
- Having your diploma or certificate issued.
- Being readmitted to the university.
- Students should contact Student Support at [finaidaccounts@apus.edu](mailto:finaidaccounts@apus.edu) as soon as possible to resolve any outstanding balances on their accounts.

## Payment Policies

Tuition and fees are due in full prior to the beginning of each academic period (session or semester) through direct payment or approved payment arrangements. Balances may be viewed by the student via their online ledger.

Students are responsible for making payment or entering into an approved payment arrangement prior to the start of the academic period regardless of whether notification was received regarding an unpaid balance.

Students are financially responsible for all unpaid balances including those that result from payments not received from, or payments returned to, third parties. Third parties include, but are not limited to, military tuition assistance, Veteran’s benefits, employer education benefits, scholarships, and federal financial aid.

Notifications regarding account balances are sent to the student’s email address. Students are responsible for maintaining their correct e-mail address with APUS.

## Outstanding Accounts and Collections Policy

Students are responsible for charges assessed to their account. There may be financial impacts related to dropping or withdrawing from a course or the University.

Student accounts are considered to be in good standing if by the payment deadline at the beginning of each academic period: (a) the student’s tuition and fees are paid in full; (b) the student has an approved payment arranged (approved by the Business Office) that is current in its payments; (c) the student has approved tuition assistance through a third party (ex: Military Tuition Assistance); or (d) the student has approved financial aid through federal student aid; or (e) a scholarship sufficient to cover the student’s account balance.

A student account is not in good standing if there is an outstanding balance that is past due that will not be paid through an approved payment plan, third party, scholarship or federal student aid.

A student account will be placed on a balance due hold if third party payments, including but not limited to, military tuition assistance, Veteran's benefits, employer education benefits, scholarships and federal student aid are not received or are returned due to participation or eligibility rules. For students using U.S. Department of Veteran Affairs educational benefits, please refer to the [Department of Veteran Affairs \(VA\) Payments](#) section in the student handbook.

If activity on a student account results in a balance later in, or after the term, a balance due hold will be placed on the account at that time.

If a student account is not in good standing it may, among other things, result in:

- Cancellation of enrollment
- Denial of registration for future classes
- Referral to collections agency
- Denial of readmission
- Denial of graduation

In the event a student becomes delinquent, the account may be referred to a collection agency and additional costs may become an additional obligation of the student.

When an account is referred to an outside collection agency, the past due account may be reported to all national credit bureaus.

Once the account is referred to a collection agency, students will be contacted by a representative of that agency. Payments are then made directly to that agency and not the University.

## **Billing Rights Summary**

If a student believes their account balance is incorrect, or they would like more information about a transaction on their account, the student may contact us as follows:

- Telephone: 877-755-2787 ext: 8227
- E-mail: [finaidaccounts@apus.edu](mailto:finaidaccounts@apus.edu)
- Mail:  
American Public University System  
Attn: Business Office  
111 West Congress Street  
Charles Town, WV 25414

Please include the following information in the request:

- Student name and student ID#.
- The dollar amount of the suspected error.
- A description of the error and an explanation, if possible, of why the student believes the error occurred or why the student is disputing the balance.

A student does not have to pay the amount in question while the University investigates, but the student is obligated to pay the portion of the bill that is not in question.

# Definition of Full Time Status for VA Benefits

APUS offers courses in an 8 week and 16 week format. Courses start each month at APUS. All VA enrollments are based on a student's monthly enrollment status. Overlapping course starts may result in differing enrollment statuses than those below.

## Course Load and Student Status for VA Benefits

Student status for VA Benefits is based on monthly course load. The chart below applies to VA Benefit requirements for full, three quarter, or half-time benefit levels.

Session of Courses	Monthly Course Load	Student Status	Rate of Pursuit <sup>1,2</sup>
<b>Master's Level: 8-Week Courses</b>	4+ Credit hours	Full-time	1.00
	3 Credit hours	Three-quarter time	.75
<b>Master's Level: 16-Week Courses</b>	9+ Credit hours	Full-time	1.00
	6 Credit hours	Three-quarter time	.75
	3 Credit hours	Half-time	.38
<b>Undergraduate: 8-Week Courses</b>	6+ Credit hours	Full-time	1.00
	5 Credit hours	Three-quarter time	.83
	4 Credit hours	Three-quarter time	.67
	3 Credit hours	Half-time	.56
	2 Credit hours	Less than Half-time	.38
<b>Undergraduate: 16-Week Courses</b>	12+ Credit hours	Full-time	1.00
	9 Credit hours	Three-quarter time	.75
	6 Credit hours	Half-time	.50
	4 Credit hours	Less than Half-time	.33
	3 Credit hours	Less than Half-time	.25

1. BAH is only payable for a rate of pursuit greater than .50.
2. Rate of Pursuit is calculated by Department of Veterans Affairs. This calculation is determined by training level, credits taken in a term, and length of term. APUS does not calculate the Rate of Pursuit.

**Please note:** The above chart does not apply to Federal Student Aid (FSA). If you are applying for Federal Student Aid, there is a different enrollment status standard for determining aid eligibility. Please see the chart below for FSA status definitions.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>."

# Definition of Full-Time Status for FSA Benefits

## Master's Level: Per Semester\*

Semester Course Load	Student Status
6+ Semester Hours	Full Time
NA	Three-Quarter Time
3 Semester Hours	Half Time
NA	Less than Half Time

## Undergraduate: Per Semester

Semester Course Load	Student Status
12+ semester Hours	Full Time
9 semester Hours	Three-Quarter Time
6 semester Hours	Half Time
3 semester Hours	Less than Half Time

To be eligible for FSA, you must have an enrollment status of:

- Undergraduate students need a minimum of 3 credit hours per semester for the Pell Grant; 6 credit hours per semester for student loans.
- Master's level students need at least 3 credits per semester for loans.

\*Doctoral students may review [the definition of their full time status](#).

# Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) indicates the successful completion of coursework towards a degree or certificate.

- According to federal regulations, students who fail to make SAP in their education program will lose their eligibility to receive Federal Student Aid (FSA) funds (i.e., financial aid).
- SAP rules apply to all students applying for financial aid, including those who have not previously received financial aid.
- APUS evaluates a student's SAP at the end of each payment period (i.e., semester). If APUS determines that a student has failed to meet the University's SAP standards, the student may be placed on a "financial aid warning" semester during which they may retain their FSA eligibility. This determination is made at APUS's discretion.
  - Students are only eligible for financial aid warning status if the following criteria is met:
    - The student was previously meeting SAP without a warning or appeal in the most recent completed semester or was in the first payment period of their program when they failed to meet SAP.
    - The student had no "unearned F's" in the previous semester.
- If APUS determines that a student has failed to meet the University's SAP standards and determines that a financial aid warning is inappropriate, the student will lose their FSA eligibility. Students who lose their FSA eligibility may appeal the loss provided there are extenuating circumstances that inhibited their academic progress (e.g., student illness or injury, death of a relative.)
- Students who submit an appeal must provide:
  - A statement that explains the extenuating circumstances that contributed to the student's failure to meet SAP and what has changed in the student's situation that will allow the student to either meet SAP at the next evaluation or to meet the requirements of an academic plan that would lead to meeting SAP in the future.
  - Documentation that confirms the extenuating circumstances and date(s) during which the events occurred.
- If an appeal is approved, the student is placed on "financial aid probation" and their FSA eligibility is reinstated for one semester. The student must meet SAP at the next evaluation or meet the requirements of the academic plan in order to remain FSA eligible for future semesters.
- If a student's appeal is unsuccessful, the student may take classes to demonstrate improvement for a future appeal, but they cannot receive FSA to pay for those classes. A student cannot meet SAP simply by paying for their classes on their own but must earn the necessary GPA or completion rate.
- To otherwise restore FSA eligibility, students must achieve the GPA and credit hour completion targets as defined in the policy.

SAP is evaluated based on grades posted at the end of each semester (defined as a 16-week period of academic study).

- The criteria used to measure Satisfactory Academic Progress include:
  - Cumulative grade point average (qualitative)
  - Credit hour completion/Program Pace (quantitative)
- The requirements of each criterion must be met and are described in detail below.

## Cumulative Grade Point Average (CGPA)

- Cumulative GPA is the qualitative measure of SAP, meaning that it looks at the quality of the grades that each student earns in their courses.
- CGPA is initially calculated after 6 undergraduate credits, or 6 graduate credits are completed at APUS. Evaluation thereafter occurs at the end of each semester according to the table below.
- Only credits completed at APUS with a final grade of A through F are included in the CGPA calculation.
- If a failed course is retaken, the later grade will replace the failed grade and factor into the CGPA.
- To meet SAP requirements, students must maintain a CGPA that meets or exceeds our minimum as shown in the



chart below.

- Students who fail to meet CGPA requirements will be determined ineligible for FSA.

## **SAP Criteria on Cumulative GPA (CGPA) and Credits Completed**

### **Undergraduate Students**

<b>Total Credits Completed (including transferred credits*)</b>	<b>Minimum CGPA Required for Financial Aid</b>
6-12	1.5
13+	2.00

### **Master's and Graduate Certificate Students**

<b>Total Credits Completed (including transferred credits*)</b>	<b>Minimum CGPA Required for Financial Aid</b>
6-8	2.50
9+	3.00

### **RN to MSN**

<b>Total Credits Completed (including transferred credits*)</b>	<b>Minimum CGPA Required for Financial Aid</b>
6-8	2.50
9+	3.00

\*Credits transferred in from another college or university via an official Transfer Credit Evaluation are factored into the calculation of how many credits a student has completed in determining the minimum Cumulative GPA threshold from the chart.

## **Credit Hour Completion and Program Pace**

Credit hour completion is the quantitative measure of SAP, meaning that students must complete a certain percentage of courses toward certificate or degree completion in order to maintain FSA eligibility. Each academic program within our university system has a defined number of credit hours required for completion. To maintain SAP, students must achieve a minimum percentage of credits completed (i.e., earned) versus credits attempted.

- A student must complete their program within 150% of the published length of the program. For example, a student in a two-year program must be on track to complete their program within three years.
- Any course in which the student remains beyond Week One (add/drop) will count towards attempted credits regardless of the grade received.
- Undergraduate courses with a final undergraduate grade of A through D- will be counted towards credits attempted and completed.
- Graduate courses with a final grade of A through C will be counted towards credits attempted and completed.
- Final grades that fall below the minimums (D- for undergraduates and C for graduates) are not counted as credits completed but will be considered credits attempted.
- Courses with grades of incomplete (“I”) will not be considered attempted until a final grade is earned by the student, or the Registrar or instructor converts the “I” grade to an “F”.
- Doctoral courses with a final grade of Satisfactory (“S”) will be counted towards credits attempted and completed.
- Doctoral courses with a final grade of Unsatisfactory (“U”) are not counted as credits completed but will be considered credits attempted.
- Courses from which a student has withdrawn (“W”) will be counted towards credits attempted.

- Courses dropped within the add/drop period will not be counted towards credits attempted.
- Course retakes: All attempted courses are factored into the credit hour completion percentage.
- Remedial courses do not count towards attempted credits; however, APUS does not offer remedial courses.
- Repeated courses will count as attempted courses.
- For students who change programs, credits that apply to the new program will be counted in credit hour completion and program pace.

*Note: All students are required to log into each of their courses during Week One and submit an academic activity. Students who do not submit this assignment during the first week of class will be administratively dropped from any courses for which this assignment has not been completed.*

## **SAP Criteria Based on Credits Attempted versus Credits Completed**

### **Undergraduate Students**

<b>Credits Attempted</b>	<b>Credits Completed %</b>
6-12	50%
13-24	60%
25-36	65%
37+	67%

### **Master's and Graduate Certificate Students**

<b>Credits Attempted</b>	<b>Credits Completed %</b>
6-9	50%
10-18	60%
19+	67%

### **RN to MSN**

<b>Credits Attempted</b>	<b>Credits Completed %</b>
6-9	50%
10-18	60%
19+	67%

\*Credits transferred from another college or university are included in determining the credits completed percentage for the quantitative measure - completed hours divided by attempted hours. Likewise, the total of APUS and transfer credits that a student has from another college or university will be factored into determining where they fall on the chart above.

## **Financial Aid Appeal Process**

If APUS determines that a student has not met SAP, the student will be placed on “Financial Aid Denial” status, meaning they have lost their FSA eligibility. Any student placed on “Financial Aid Denial” status may appeal their denial due to extenuating circumstances (i.e., situations that have had a negative effect on the student’s ability to successfully meet SAP standards, such as student illness or injury, death of a relative, or other special circumstances).

An electronic SAP Appeal Form is made available to students who are not meeting SAP through their e-campus. This form may be found in the e-campus FINANCE CENTER under the subsection for “Satisfactory Academic Progress”. Students who complete an appeal are required to provide supporting documentation. A hard copy SAP appeal form is also available, as needed.

Appeals must include a written statement submitted to APUS Financial Aid Services that addresses the extenuating circumstances that contributed to the student's failure to meet SAP and what has changed in the student's situation that will allow the student to either meet SAP at the next evaluation or to meet the requirements of an academic plan that would lead to meeting SAP in the future. The student also must provide documentation to support the existence of the extenuating circumstances. The deadline to submit the completed appeal form, with supporting documentation, to Financial Aid Services is the Thursday of the start week of the semester after the student has been informed of their "Financial Aid Denial" status. No appeals will be accepted for after that date. An appeals Committee will consider all appeals. Students will be notified by email of the committee's decision. All decisions made by the committee are final.

## **Loss of Financial Aid Eligibility**

Students failing to meet or maintain SAP during any period of evaluation will be placed on "Financial Aid Denial" status and will lose FSA eligibility. Students who receive veterans' education benefits will also lose eligibility for that funding. Students will be notified of their "Financial Aid Denial" status by our university system financial aid staff. To regain FSA eligibility, students must successfully appeal the determination or otherwise satisfy all SAP requirements.

## **Re-establishing Financial Aid Eligibility**

Students placed on "Financial Aid Denial" status may reestablish their FSA eligibility by attending and earning the GPA and semester hour requirements of the SAP policy without the use of FSA funding. Once students meet SAP requirements, APUS will package and disburse eligible aid for which they have applied.

## **Financial Aid "Warning" Period**

The school may reinstate eligibility for aid for one payment period and may do so without a student appeal. This "financial aid warning" status may be granted only to students who were making SAP in the prior payment period in which they were enrolled or who were in the first payment period of their program when they failed to meet SAP. The financial aid warning is applied through APUS automation; the student is sent an email notification, and the status is noted on the Financial Information Screen in PAD.

- Students do not qualify for financial aid warning status if there are any "unearned F's" in last semester
- Typically, a financial aid warning is granted only once. APUS in its discretion may permit a second warning status if the student meets SAP standards at the next evaluation, then subsequently fails to meet SAP.

## **SAP Policy Provisions (Waivers and Flexibility) Related to the COVID-19 National Emergency**

Section 3509 of the CARES Act allows institutions to exclude from the quantitative component (pace measurement) of satisfactory academic progress (SAP) attempted credits a student was unable to complete as a result of the COVID-19 national emergency. APUS has opted not to exercise this flexibility and instead directs students to use the appeal process if a determination is made that the student has not met SAP and is therefore FSA ineligible. APUS may exercise discretion and flexibility with document requirements if it is determined that circumstances related to Covid-19 contributed to the student's inability to meet SAP.

# Code of Conduct for Student Loans at APUS

American Public University System subscribes to the code of conduct set forth in the Higher Education Opportunity Act of 2008. As APUS currently participates in both Private and Direct Loans, the APUS Financial Aid Office has not and will not participate in revenue sharing with Lenders, Guarantors or Servicers of these loans. Staff is banned from receiving gifts from any of the above agencies other than those considered of minimal value by the federal regulations.

The Financial Aid/Financial Services Offices will in no way influence the choice of lender for private loans. APUS has posted Private lender information based on past student choice and availability by local regional and national options; no specific lender is recommended over any others. The information is posted to assist in student research only. Processing is not affected by the student's choice of lender by APUS, but service levels may vary based on individual lenders operating models.

Caveat: APUS does not have and will not have any contractual agreement with any lender to provide private loans to our students. APUS may make available information on lenders who participate in these programs and the rates and benefits that apply to each. APUS and APUS employees will not encourage the use of any particular lender for private or alternative loans. APUS will supply the student seeking a private loan with the required Truth In Lending information. APUS employees requested to serve on advisory boards for lenders, guarantors, servicers, or state agencies will not accept any compensation for service other than direct expenses such as travel, lodging, and food related to such service.

All APUS Financial Aid/Financial Services employees are required to sign that they have read and understand the Code of Conduct. Knowingly violating this Code of Conduct may result in termination of employment.

# California Residents

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program who is a California resident or is enrolled in a residency program, and you prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

The STRF assessment is non-refundable and occurs at the time the first payment is made with respect to your enrollment. The current assessment is calculated at the rate of \$0.50 per \$1,000 of institutional charges for your enrollment and educational program. The actual STRF assessment will appear on your ledger. If you have previously enrolled in the University, any STRF assessment previously paid will be reviewed for adjustments and, if necessary, credited to your current assessment and will appear on your ledger.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95833, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

# How to Register for Courses

All APUS students register for courses online. The following topics are covered in this section:

- [Registering from your Academic Plan](#)
- [Registering Without an Academic Plan](#)
- [Registering as a Federal Student Aid Student](#)
- [Course Lengths](#)
- [Academic Credit vs. Audit](#)
- [Prerequisite Courses](#)
- [Developmental and Refresher Courses](#)
- [Minimum Number of Courses Required per Year](#)
- [Maximum Number of Courses Permitted](#)
- [Late Registrations](#)
- [Independent Study Courses](#)
- [Undergraduate Petition for Graduate-Level Course](#)

# Registering from your Academic Plan

If you have enrolled in a degree or certificate program, you can register directly from your program requirements displayed on **My Academic Plan** by clicking on any course. Registering this way will help prevent you from registering in a course that will not fulfill a requirement in your program.

You can register for a course as early as 5 months before it begins and up to 1 week before the course starts. View the [academic calendar](#) schedule for open and close registration dates for each 8- or 16-week session.

As you complete courses or have transfer credit applied, you'll see that progress on your Academic Plan. For questions regarding your online academic plan, please contact [Advising@apus.edu](mailto:Advising@apus.edu).



# Registering Without an Academic Plan

If you are a non-degree seeking student, or have been advised to register for a course that is not listed on your academic plan, you can register by clicking on the **COURSES** tab and then clicking on **COURSE DESCRIPTIONS** to find the specific course you want. Please contact [Advising@apus.edu](mailto:Advising@apus.edu) if you need help finding a specific course.

You can register for a course as early as 5 months before it begins and up to 1 week before the course starts. View the [academic calendar](#) schedule for open and close registration dates for each 8- or 16-week session.

# Registering as a Federal Student Aid Student

If you plan to use Federal Student Aid, or will be seeking deferments for previous loans while enrolled at APUS, you will be asked to select an academic year before you start your courses. The academic year establishes two, consecutive 16-week semesters during which time courses must start and end within each semester. Course registrations cannot overlap semesters, which means there will be times when a scheduled course will not be available to you for registration, because it overlaps your chosen academic semesters.

You can register for a course as early as 5 months before it begins and up to 1 week before the course starts. View the [academic calendar](#) schedule for open and close registration dates for each 8- or 16-week session.

If you have any questions regarding academic semesters, please contact [info@apus.edu](mailto:info@apus.edu).

# Course Lengths

The university offers courses in 8-week sessions and 16-week sessions; there are a few courses offered in shorter sessions. Please review the course schedule or contact [studentservices@apus.edu](mailto:studentservices@apus.edu) if you have any questions about what session lengths are offered for your selected course.

# Academic Credit vs. Audit

During registration, you have the option to select to take courses for academic credit or to only audit a course.

**Academic Credit:** A course must be taken for academic credit if you want to apply it towards an APUS program or to transfer it to another university.

**Audit:** If you take a course as AUDIT, it cannot be applied towards a degree program and cannot be transferred to another university. You do not receive any course credit, nor any grades for audited courses other than X, and audited courses do not have any impact on your GPA. If you have been awarded transfer credit for a course, you will not be able to audit the course.

Please contact [studentservices@apus.edu](mailto:studentservices@apus.edu) if you have any questions regarding auditing a course.

# Prerequisite Courses

A prerequisite course is a course that must be successfully completed prior to being allowed to start on the next course.

You can see whether your selected course has a course prerequisite by looking at the course description page, either during the registration selection, or from the **Program and Course Descriptions** page.

When you are registering for a course, the registration help in the system will automatically let you know if you are required to fulfill a prerequisite course first. You may fulfill the prerequisite course either by successfully passing it at APUS or by transferring in credit to fulfill the requirement. This credit could be transferred in from either another accredited university or from a test considered an equivalent, such as a CLEP test.

## Fulfilling Prerequisites for Non-Degree Seeking Students and Non-Transfer Students

If you are a non-degree seeking student at APUS, or a non-transfer student who does have previous college credit, you may have your prerequisite 'waived' as long as you have fulfilled the course previously (college credit or testing, such as CLEP). You may have this waived by emailing us at [Registrar@apus.edu](mailto:Registrar@apus.edu). You will need to sign a release form verifying that you completed the prerequisite course at another institution and submit a transcript showing the course completion.

If you are in a degree or certificate program and wish to request a waiver for a prerequisite you fulfilled somewhere else, you should either fax a copy of your transcript or test results to our Transfer Credit Department or scan and email to [creditaward@apus.edu](mailto:creditaward@apus.edu) along with a Student ID and request that it be reviewed for a specific prerequisite course.

Please contact [Advising@apus.edu](mailto:Advising@apus.edu) if you have any questions about prerequisite courses.

# Developmental and Refresher Courses

APUS offers a few courses to help you brush up on your academic skills.

**Developmental Courses:** The university does not currently offer any developmental courses.

**Refresher Courses:** Refresher courses use standard course numbers. They do earn academic credit, and the credit may be counted towards elective hours in your program. The grades for these courses are calculated in your GPA. Undergraduate may not use them to fulfill any General Education requirement though.

## For Undergraduate Students

- MATH100 - Pre-Algebra
- MATH101 - Introduction to College Algebra

## For Graduate Students

Graduate students may complete a series of noncredit learning apps in ClearPath to focus on graduate-level writing skills:

- Graduate Writing 1: Achieving the Research Mindset
- Graduate Writing 2: Defining Your Playing Field as a Researcher
- Graduate Writing 3: Writing the Literature Review
- Graduate Writing 4: Writing the Research Paper Introduction
- Graduate Writing 5: Writing about Research Methods
- Graduate Writing 6: Writing your Results Section
- Graduate Writing 7: Writing your Discussion Section

If the Office of Graduate Studies receives a recommendation for you from two or more professors to take a writing refresher course, or if you initially fail a comprehensive exam, capstone or thesis course due to writing skills, you will be required to successfully complete the Graduate Writing apps prior to continuing in your program.

Please contact [Advising@apus.edu](mailto:Advising@apus.edu) if you have any questions about taking a developmental or refresher course.

# Minimum Number of Courses Required Per Year

In order to remain enrolled as a student at APUS, you must register and complete at least one course in each 12-month period. If you do not complete at least one course every 12 months, you will be considered as having left the university, and you will be disenrolled. Courses from which you withdraw do not meet this requirement. Other activities with the university other than course completion do not prevent you from being disenrolled.

- If you are disenrolled from the university and wish to return later, you would be reapplying under the new program requirements in place at the time you reapply. This can cause loss of credit.

If you know you will need to take a break from your studies, you should submit the online **Program Hold Request Form** at no charge, so that your place in your program is reserved for you.

If you have any questions regarding the annual requirement, please contact [studentservices@apus.edu](mailto:studentservices@apus.edu).

# Maximum Number of Courses Permitted

## Undergraduate Students

You may register for up to 15 credit hours at the same time per semester, which is a 16-week period, although only 12 hours is needed to be considered a full time student. If the course start and end dates overlap another course, they are considered to be at the same time.

### Course Overload Requests

If you wish to take more than 15 credit hours at the same time, you must obtain permission from the Registrar's office to carry a credit hour "overload."

- You must be at least a sophomore (defined as having already completed 30 or more semester hours).
- You must have a GPA of 3.0 or above.
- You cannot have any current courses on extension.

Generally, no course overload greater than 19 hours that overlap will be approved.

## Master's Level Students

You may register for up to 12 credit hours at the same time per semester, which is a 16-week period. If the course start and end dates overlap another course, they are considered to be at the same time.

### Course Overload Requests

If you wish to take more than 12 semester credit hours at the same time, you must obtain permission from the Registrar's office to carry a credit hour "overload."

- You must have already completed at least 9 master's-level credit hours at APUS.
- You must have a GPA of 3.5 or above.
- You cannot have any current courses on extension.

Generally, no course overload greater than 15 hours that overlap will be approved.

If you have any questions regarding taking course overloads, please contact [registrar@apus.edu](mailto:registrar@apus.edu).



# Late Registrations

You can find the registration deadlines posted inside the e-campus. If you miss the registration deadline, it is better to register for a future session to avoid late registration fees and to give you a better opportunity for academic success.

**Non-Refundable \$50 Fee per Course:** Students wanting to late register must meet the conditions below and will be charged a \$50 late fee per course registration. Classes can be selected for late registration using the normal online registration flow by selecting from the 'closed' course sections which will show a clock icon next to the course selection.

## Deadlines

Online late registration will close on Thursday at 11:59 PM EST, during the first week of the course.

## Restrictions

- Undergraduate students with international addresses, APO/DPO/FPO addresses, or PO boxes are not eligible for Late Registration.
- First-time students receiving federal funds to pay for their classes must be cleared by the Financial Aid Department to register during Late Registration.

## Policy Notes

- Refunds will not be granted for the late registration fee, even if you decide to drop/withdraw from the course.
- If your books arrive late due to your late student registration, you will not be able to get a refund based on late book receipt.
- If you are trying to late register for a Comp Exam or Capstone course that is not showing an available session, please contact [graduations@apus.edu](mailto:graduations@apus.edu).

If you have any questions regarding late registration, please contact [info@apus.edu](mailto:info@apus.edu).

# Independent Study Courses

If you are currently enrolled as a Bachelor's or Master's program student, you may be eligible to register for Independent Study.

Independent Study courses are designed for students wishing to undertake a research project or to explore a specific area of interest outside the traditional classroom environment while under the mentorship of an APUS professor.

To be eligible for Independent Study, you must:

- Be enrolled in a Bachelor's or Master's degree program.
- Have completed a minimum of 24 credit hours of your current degree program.
- Have chosen and contacted a professor and gained approval for the independent study topic.

Once these conditions are met, you must contact your [Academic Advisor](#). Your Academic Advisor will arrange with the Registrar Scheduling department to have your course section scheduled and will then work with the Registrar's office to get you registered in that course.

If you have any questions about Independent Study Courses, please contact [Advising@apus.edu](mailto:Advising@apus.edu).

# Undergraduate Petition for Graduate-Level Course

You may petition to take a graduate level course while enrolled in a Bachelor's program if you meet the eligibility requirements below.

## Eligibility requirements

- You must be currently enrolled in a Bachelor's program.
- You must have successfully completed 90 or more undergraduate hours. This may include transferred credit hours; however, at least 6 credit hours must have been earned at an APUS Institution.
- You must have a GPA of 3.0 or higher.

## Restrictions

- Only ONE graduate level course petition may be granted during a bachelor's degree program.
- The graduate course selected must be appropriate for inclusion in your undergraduate degree program.
- The Department Chair over that course must approve your registration and will determine whether the selected course will apply as an elective or as required coursework for the undergraduate degree.
- Credit from this course may only apply once towards a degree, so it cannot be used towards a subsequent graduate degree if you continue at APUS.

## Submitting a Petition

If you wish to petition to take a graduate level course, you should email your request to [Registrar@apus.edu](mailto:Registrar@apus.edu).

- Once your request is received, the Registrar will verify your eligibility and will notify you if denied.
- If your registration is approved, the Registrar's office will register you in the course and will email the appropriate academic advising team.
- Your Academic Advisor will contact you to review the updates necessary to your academic plan.
- The course will fulfill one of your elective requirements. A Dean's or Department Chair's approval would be needed to use the course towards a program requirement other than an elective.

# How to Get Your Prior Loans Deferred

## Loan Deferments

A deferment is a period of time during which your lender (the institution loaning you the money) or loan servicer (the agency servicing your loan for the Department of Education) postpones your regular loan payments. You will need to work with the appropriate agency to apply for deferment. You should keep making payments on your loan until the deferment is in place.

If your loan is provided as part of the Federal Student Aid (FSA) program, visit the [StudentAid.gov](https://studentaid.gov) website for details, including a list of circumstances that may make you eligible for a deferment. You can also log into the [My Federal Student Aid portal](#) to see a personalized summary of all your FSA loans and loan services.

Keep in mind, interest continues to accrue during the deferment period of an unsubsidized loan and PLUS loan. Students have the option to continue making payments on the interest and/or principal while their loan is in deferment. Interest does not generally accrue during the deferment period of a subsidized loan.

## In-School Deferment for Half- or Full-Time Students

You may be able to defer payments on your prior FSA student loans if you are attending at least half time in an academic semester format. To enroll in semester format, you must [establish an FSA academic year](#). This step is necessary because we have course offerings every month, and students are not enrolled in a semester format unless they submit this form.

- Log onto the AMU or APU ecampus to complete your request for an academic year within the FINANCE CENTER located under the Federal Student Aid (FSA) menu.
  - If you plan to use Federal Student Aid (FSA), select “My FSA Academic Year.”
  - If you only plan to defer prior loans and not use FSA, select “Deferment of Loans.”
- You can also establish an academic year through the registration process. Within the registration flow, you will be prompted with questions to determine if you intend to apply for Federal Student Aid or process a deferment on any prior federal student aid loans you have received.
- Register for all courses you intend to take in the semester. You must be enrolled at least half-time for “In-School” deferment purposes (a minimum of 6 credits each semester as an undergraduate student or 3 credits as a graduate student).
- Your enrollment data will be submitted directly to the National Student Clearinghouse on the 16th of each month that you are enrolled in classes. There is no need to take action to get your in-school deferment, as long as you are enrolled in eligible, credit-hour courses.
- If you have received a paper loan deferment form from your lender, please scan and email the form to [Deferments@apus.edu](mailto:Deferments@apus.edu) or fax to 304-724-3802 for processing.

If you have questions regarding the FSA or Deferment Academic Year form, email us at [finaid@apus.edu](mailto:finaid@apus.edu).

If you need to check on the status of your loan deferment, please contact the [National Student Clearinghouse](#). Otherwise, you should contact your lender or loan servicer for additional assistance regarding deferment.

## Expedited Deferment Process

If you need to provide your enrollment status to your lender before the monthly clearinghouse reporting process is complete, please request a deferment form from your lender and submit the form using one of the following methods:

- Email to: [Deferments@apus.edu](mailto:Deferments@apus.edu) (preferred)
- Fax to: 304-724-3802
- Mail the form to the following address:

APUS  
ATTN: Office of the Registrar  
111 W. Congress Street  
Charles Town, WV 25414

Your enrollment verification or In-School deferment cannot be processed until the start of week 2 of your first course in the term. You must have attended a course beyond the first week before any loan deferments or enrollment verifications may be processed.

## Military Deployments

If you are an active-duty service member scheduled for deployment, contact the financial aid team if you have payment deferment questions by emailing [finaid@apus.edu](mailto:finaid@apus.edu) or calling 855-731-9218 (Mon – Fri 8 a.m. to 9 p.m. and Sat – Sun 10 a.m. to 6 p.m. ET).

You can find more information on federal student loan benefits available to members of the U.S. Armed Forces at [StudentAid.Gov](http://StudentAid.Gov).

## Obtaining Enrollment Verification

The university processes all requests for enrollment verification through the National Student Clearinghouse. APUS submits your current enrollment data directly to the National Student Clearinghouse on the 16th of each month that you are enrolled.

Your enrollment verification or In-School deferment cannot be processed until you are in week 2 of your first course in the term. You must have attended a course beyond the first week before any loan deferments or enrollment verifications may be processed.

To obtain enrollment verification:

1. Access the National Student Clearinghouse website using the following link: [National Student Clearinghouse](http://National Student Clearinghouse).
2. Select “Verify Now”
3. Enter the required information (your school’s name, your name, and your date of birth).
4. You will be presented with an official Enrollment Verification Certificate that can be printed out and provided to organizations requiring proof of your enrollment status.

If you need assistance, email [Enrollments@apus.edu](mailto:Enrollments@apus.edu) and include your student ID number in your email.

## Troubleshooting Data

- If the information in the National Student Clearinghouse does not match your APU or AMU student record, please contact us at [Enrollments@apus.edu](mailto:Enrollments@apus.edu) to fix this for you. This may happen if you drop or add courses after the initial registration deadlines.
- Graduates who are reported to the National Student Clearinghouse as full-time during the beginning of their semester, then drop their second registration for that semester to be half-time, may be reported as withdrawn for the remainder of their semester. If this occurs, please contact [Enrollments@apus.edu](mailto:Enrollments@apus.edu) to have this issue corrected.

# Veteran's Benefits

- [Applying for Benefits](#)
- [VA Enrollment Information](#)
- [VA Enrollment Chart](#)
- [Helpful Websites for GI Bill® Information & Veteran Success](#)

# Applying for Benefits

Students interested in applying for VA Educational benefits should complete an application for benefits on the VA website, <https://www.va.gov/education/how-to-apply/>. Please note, the VA Certifying Official's (VACO) at APUS cannot determine if you are eligible for VA Educational Benefits. The Department of Veterans Affairs may approve or deny benefits, based on the information provided on the application.

## If you have never applied for VA Benefits

Students who have never completed an application for VA Benefits should complete the online application, VA Form 22-1990, using the VA's online application for education benefits (<https://www.va.gov/education/how-to-apply/>). When using the online application for education benefits, your application will be electronically submitted to the VA Processing Center.

Please print your application and confirmation page for your records, prior to completing the online application for education benefits. Once the VA has completed review of your application, the VA will mail you a Certificate of Eligibility (COE), outlining the chapter benefit you are entitled to and the number of months of benefit you can use. You may upload a copy of your COE securely through the Secure Document Upload portal: <https://mydocs.apus.edu>. Please log in with your ecampus ID and Password to upload the required document(s).

## If you are transferring or receiving transferred benefits

Students who are receiving benefits transferred to you by a service member (Chapter 35) will need to complete a [22-5490](#), Application for Survivors' and Dependents' Educational Assistance. The completed form will need to be sent to the St. Louis RPO for processing.

If you have been transferred Chapter 33 benefits, the VA will send you a Certificate of Eligibility, which will need to be submitted to APUS. Please see the Chapter 33 process for more information.

## Applications for VA Benefits

- For most prompt form processing, please [complete your application for VA benefits](#).
- If you have never used VA Benefits, please complete the [22-1990](#).
- If you are transferring Montgomery GI Bill® (Chapter 35) to a spouse or dependent, please complete the [22-5490](#).
- If you are transferring Post 9/11 GI Bill® (Chapter 33) to a spouse of dependent, please complete the [22-1990e](#).

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.”

# VA Enrollment Information

Enrollment verification cannot be submitted until the APUS Military Assistance Office receives a copy of your completed VA paperwork and you have successfully enrolled in a class. Once your paperwork is processed and you have started classes, the VA Certifying Official will electronically submit your Certification of Enrollment (22-1999). All VA enrollment verifications will be submitted after the session drop period, beginning the second week of your course. Once your enrollment has been submitted, you will receive an email from the VA as verification.

## WAVE Enrollment Verification

The VA requires that students using GI Bill<sup>®</sup> benefits (excluding Ch. 33) verify their enrollment monthly. Verification begins the last day of the month of the courses you are enrolled in. Students will not receive VA benefits if they do not verify through WAVE. Please note, it may take up to 6 weeks for your enrollment information to be available in WAVE. Verify attendance through [WAVE online](#) or call the VA at 1-877-823-2378.

## Using Tuition Assistance and GI Bill<sup>®</sup>

Federal law prohibits Active Duty servicemembers from receiving VA benefits for the same course tuition that is being paid by Military Tuition Assistance. Effective November 2014, the Department of Defense announced that they will no longer authorize Tuition Assistance for classes for which a member is also receiving benefits under the Montgomery GI Bill<sup>®</sup> – Selected Reserve program (Ch. 1606), Reserve Educational Assistance Program (Ch. 1607), or any other GI Bill<sup>®</sup> program other than the Montgomery GI Bill<sup>®</sup> – Active Duty program (Ch. 30) or the Post-9/11 GI Bill<sup>®</sup> program (Ch. 33). Active Duty servicemembers who are eligible for Ch. 30 benefits can use non Active-Duty TA in conjunction with VA benefits. For students using Ch. 33 benefits, TA must be applied to the registration first, and any remaining tuition can be certified under the Ch. 33 benefit.

## VA Top-Up Information

The Top-Up benefit may be used when a student is using Active Duty federal tuition assistance and the course cost will not be completely funded by TA. TA Top-Up may be used for Chapter 30 & 33 only. Students who wish to apply for TA Top-Up should contact [VAQuestions@apus.edu](mailto:VAQuestions@apus.edu) to request a TA Top-Up Request Form. APUS will submit an enrollment to the VA to include the amount of tuition and fees' remaining after all TA funding has been reduced. **Please note**, the use of Top-Up will exhaust a portion of your GI Bill<sup>®</sup> benefits. The amount exhausted depends on the chapter benefit being used and the time length of the courses.

## VA Payments

Students participating in Montgomery GI Bill<sup>®</sup> benefits (Chapters 30, 32, 35, 1606, and 1607) will receive monthly payments from the VA based on their enrollment status each month enrolled in courses. The VA makes payments based on your monthly attendance and not semester attendance. Payments are sent from the VA by direct deposit or check after you have verified your monthly attendance through WAVE. APUS requires students using Chapters 30, 32, 35, 1606, and 1607 to make payment arrangements with the university prior to the start of courses. A 22-1999 Enrollment Verification will not be submitted until payment arrangements have been finalized.

Tuition and Fees for Chapter 33 are paid directly to APUS. If students are not receiving the 100% benefit rate, payment arrangements will need to be made to the university prior to course access.

[Current VA payment rates are viewable online.](#)



If the Department of Veterans Affairs (VA) has not made payment within 90 days of APUS submitting an enrollment certification, APUS will not impose any penalties on students to include assessment of late fees, denial of access to courses, library resources, or other student services. Additionally, there is no requirement that a covered individual borrows additional funds due to delayed VA payment. This information pertains to students with a primary payment type of Post 9/11 GI Bill® or Vocational Rehabilitation. Additionally, if APUS is notified by the VA that the student has exhausted VA entitlements or is not eligible for Veterans Benefits, students will be responsible for tuition and fees and APUS collection policies will apply.

## Basic Allowance for Housing (BAH)

Beginning for courses starting on or after 1 October 2011, students (other than those on Active Duty) will receive a housing allowance for courses solely in distance learning with the Chapter 33 benefit. The housing allowance payable is equal to ½ the national average BAH for an E-5 with dependents. A student **must** be enrolled at a rate of pursuit greater than half time (.51%) to receive this benefit. Please remember, the housing allowance is pro-rated based off your enrollment status, percentage of eligibility, and dates of course enrollments.

## Using VA Benefits at Multiple Institutions

The VA requires students to declare an institution in which they will receive a degree or certification. VA benefits cannot be used at multiple institutions without declaration of a primary school and subsequent secondary school. For more information regarding using benefits at APUS and another institution, please contact [VAQuestions@apus.edu](mailto:VAQuestions@apus.edu)

## VA Consent to Enrollments Submitted

When a student selects a VA payment option (Ex. Ch. 33 payment) at the time of registration, you are consenting that you wish to have your enrollment for that particular course(s) submitted to the VA on your behalf. Students who register selecting a payment other than VA will be prompted for consent at the time of registration to have the course(s) submitted to the VA on your behalf. Students who register prior to submitting VA documents to APUS may be required to complete a VA Consent Form to identify courses or terms students would like to have submitted to the VA.

## Submitting Enrollments to the VA (VA 22-1999)

APUS will submit all enrollments to the VA electronically, beginning after the course drop period (second week of courses). Once your enrollment has been submitted to the VA, you will receive an automated email from the VA notifying you that the enrollment has been received.

## Post 9/11 GI Bill® Monthly Enrollment Verification

Starting in the 2021-2022 school year, Post-9/11 GI Bill® students who receive Monthly Housing Allowance (MHA) and/or kicker payments are required to verify their enrollment to continue receiving their payments. Enrollment verification is a new requirement for Post-9/11 GI Bill® students to verify that they have remained enrolled in the same courses or training every month. Students who receive MHA/kicker payments **will have their payments withheld** if they fail to verify or report that they are no longer enrolled in their courses or training. To streamline the process, VA is providing the option to **verify enrollment easily and securely via text message**. For more information regarding this process, please [click here](#).

## Change of Academic Program

When a VA Student changes their academic program with APUS, the VA will be updated electronically of the change in academic pursuit. A credit evaluation will be completed by APUS for the new program and any credits that are applicable towards the new program of study will be applied. When registering for courses within the new program, students must continue to consent to APUS submitting the new program enrollments to the VA on your behalf.

## **Yellow Ribbon Program**

The Yellow Ribbon Program is an agreement between the VA and participating institutions to cover all or a portion of tuition and fees charged after a student has exceeded the maximum benefit rate. APUS is a Yellow Ribbon participating institution. View more [information online about Yellow Ribbon](#). Contact us for questions about this program at [VAQuestions@apus.edu](mailto:VAQuestions@apus.edu).

## **Course Drops/Withdrawals**

APUS is required to report changes in enrollment to the VA. If you drop or withdraw from a course(s), a 22-1999 enrollment verification will be sent to the VA within 30 days of the change of enrollment. A reduction or termination of enrolled credit hours could result in a student debt with the VA for BAH and books/supplies.

Tuition and fee debts will be issued to the school if students withdraw from a course(s) after the start date. The VA will request repayment of tuition/fees and will send a debt letter to APUS. If the VA debt letter requests school repayment that exceeds the [institutional refund policy](#), students may be assigned a debt to the school. For more information regarding VA school debts, please [click here](#). For more information regarding GI Bill® debts, to include ways to prevent a debt from occurring, please [click here](#).

## **Mitigating Circumstances**

Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. The VA requires schools to document potential mitigating circumstances. Any withdrawal with a mitigating circumstance selected will require additional documentation of the mitigating circumstance to be submitted to APUS prior to the mitigating circumstance being reported. View more [information on mitigating circumstances](#). If mitigating circumstances cannot be validated, the VA may request repayment of BAH, Books/Supplies, or tuition from the student, as of the first date of the term.

## **Rounding Out**

The practice of “rounding out” provides eligible GI Bill® students in their last term with the option to take additional classes to bring their course load to full-time and receive a full-time monthly housing allowance. VA is only authorized to pay GI Bill® benefits for classes that are part of an approved program of education and count toward completion of that approved program of education. Classes approved for a program of education means those that can be used to satisfy the graduation requirements of the program as specified in the curriculum. Classes that have been previously completed cannot be used to round out the student’s course load.

## **Graduations**

When a VA Student has successfully completed the requirements for the program of study and has officially conferred the program of study, APUS will report the student’s graduation to the VA via electronic certification. All Chapter 33 students will have the graduation fee accessed by APUS added to the last VA enrollment submitted for the program being conferred.

## **Master's Capstone/Practicum Courses**

University policy states Capstone and Practicum Courses must be the last course of your degree program and may be taken only after the completion of all course work. Additionally, no concurrent coursework is permitted. Accordingly, as a program advisory notice, Capstone/Practicum courses are only offered in 16-week sessions. Department of Veterans Affairs (VA) regulations state students must have a rate of pursuit greater than 50% in order to be eligible to receive BAH. The VA will cover course tuition and fees up to the percentage for which you are eligible. Many of our Capstone/Practicum courses have been classified as a research course due to the intensive coursework in class and out of the classroom. Accordingly, research classified Capstone/Practicum courses will qualify for full-time BAH. If your Capstone/Practicum course is not a research-intensive course, your course load will not qualify you for BAH. Please contact [VAQuestions@apus.edu](mailto:VAQuestions@apus.edu) for a complete list of programs approved for full-time Capstone/Practicum requirements.

## Course Extensions

Please note that if you are granted a course extension from your professor, you will **not** receive VA benefits during the extension period. The VA will automatically discontinue benefits on the day after your original term ending date. Benefits will not start until a new course has been enrolled and the verification has been sent to the VA. Submission of a course extension for VA benefits will likely result in an overpayment to the student and will require future repayment.

## Academic Probation /Unsatisfactory Academic Progress

VA requires institutions to report veteran students who are not meeting an institution's academic standards. When APUS is made aware of a VA Student no longer meeting academic standards, notification will be electronically submitted to the VA on the student's VA record.

## Excessive Credits

Students who are using VA benefits for courses may not register for courses that are not applicable to the current program of study. Any courses that are deemed not applicable to the current degree program will be considered excessive credits and an enrollment for the courses will not be submitted.

## Prior Credits

The VA requires that all prior credit must be evaluated by APUS prior to a student's initial enrollment. Students must identify any prior credit that has been earned. Additionally, a Joint Services Transcript or Community College of the Air Force transcript must be received by APUS for all students who will be using VA benefits for any courses with APUS. Students who are currently having prior credits evaluated are strongly encouraged to register only for courses in which they know they will not receive prior credit. If prior credit is later given for a course a student is currently taking, APUS must terminate the enrollment, as this would constitute excessive credits. Terminations of enrollment will likely result in a reduction in BAH and/or books and supplies payment for the course/term a prior credit was awarded.

## Courses for Transfer Programs

Students who are enrolled in an Undergraduate Courses for Transfer program at APUS are restricted by VA policy on which courses APUS can submit for VA benefits. A student must be below a junior in academic standing. **Please note**, the junior status also includes any credits previously taken at other institutions. Only General Education courses can be submitted to the VA while a student has an undeclared program, unless a valid Parent School Letter is on file stating the course taken at APUS will transfer to the students Primary School.

Graduate Courses for Transfer courses are not eligible for certification to the VA unless a valid Parent School Letter is on file stating the course taken at APUS will transfer to the students Primary School.

# Student VA Tuition & Fees Debts

On January 5, 2021, the *Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020* was signed into law.

This new law has changed the way education overpayments and debts are handled by the Department of Veterans Affairs (VA). The new law requires schools to be financially responsible, instead of the student, for benefits paid directly to an educational institution for Post-9/11 GI Bill® and other VA education programs. This applies to tuition and fee payments and Yellow Ribbon program payments under the Post-9/11 GI Bill® (including under the Rogers STEM Scholarship). It should also be noted that debts created by VA follow the laws governing GI Bill® programs, and they may be more than, less than, or equal to the amount the school would refund under its refund policy.

## What does this mean for APUS?

Previously, VA payment systems for the Post-9/11 GI Bill® established debts against students or schools. A school debt was established when a student terminates enrollment on or before the first day of the term and the VA has paid the institution tuition and fees. A student debt was created after the first day of the term when the student reduces or terminates during the term. When a debt is established, either the student or the school is notified of the debt and the next steps to address the overpayment. This law modifies the way overpayments associated with benefits paid directly to the school are treated. The law now treats overpayments of tuition and fees or Yellow Ribbon payments made directly to the school as debts against the educational institution and not the student.

## What is APUS doing?

American Public University System will not refund any payments sent directly to APUS for GI Bill® beneficiaries regardless of APUS's refund policy to students. VA will notify APUS of these tuition/fee debts at a future date and APUS will return the tuition/fee payments to the VA. Effective immediately, APUS will hold all tuition and fee refund amounts on a student's account. Refunds for tuition and fees paid by the VA will remain on a student account until APUS is notified by the VA to return the funds. Please note, it may take the VA several weeks to issue a debt letter to an institution after a change in enrollment for dropping/withdrawing from a course.

## How are students impacted?

Students who were anticipating a refund of VA tuition and fee money will not receive this refund. Students will be able to see the funds that will be returned to the VA on their student ledger. This change absolves students from incurring a tuition and fee debt with the VA, but students who receive Basic Housing Allowance payments from the VA may still be required to repay a portion or all of the funds received to the VA. Students may also owe a debt to APUS if the tuition/fee requested to be returned to the VA exceeds the school's refund policy. *(Example: The tuition/fee for a term is equal to \$1000.00. A student withdraws during the 4<sup>th</sup> week of an 8 week course, resulting in a 50% (\$500.00) institutional refund. The Department of VA Debt Management issues a debt to the institution of \$600.00, which APUS will send back to the VA. The difference between the tuition debt due to the VA vs. the refund schedule is equal to \$100.00 and will result in students owing this balance to the school.)* Students who have questions regarding the change may reach out to the VA Education Call Center at 1-888-442-4551.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>. ”

# VA Enrollment Chart

APUS offers courses in an 8 week and 16 week format. Courses start each month at APUS. All VA enrollments are based on a student's monthly enrollment status. Overlapping course starts may result in differing enrollment statuses than those below.

## Course Load and Student Status for VA Benefits

Student status for VA Benefits is based on monthly course load. The chart below applies to VA Benefit requirements for full, three quarter, or half-time benefit levels.

Session of Courses	Monthly Course Load	Student Status	Rate of Pursuit <sup>1,2</sup>
<b>Graduate: 8-Week Courses</b>	4 + Credit hours	Full-time	1.00
	3 Credit hours	Three-quarter time	.75
<b>Graduate: 16-Week Courses</b>	9 + Credit hours	Full-time	1.00
	6 Credit hours	Three-quarter time	.75
	3 Credit hours	Half-time	.38
<b>Undergraduate: 8-Week Courses</b>	6 + Credit hours	Full-time	1.00
	5 Credit hours	Three-quarter time	.83
	4 Credit hours	Three-quarter time	.67
	3 Credit hours	Half-time	.56
	2 Credit hours	Less than Half-time	.38
<b>Undergraduate: 16-Week Courses</b>	12 + Credit hours	Full-time	1.00
	9 Credit hours	Three-quarter time	.75
	6 Credit hours	Half-time	.50
	4 Credit hours	Less than Half-time	.33
	3 Credit hours	Less than Half-time	.25

1. BAH is only payable for a rate of pursuit greater than .50.
2. Rate of Pursuit is calculated by Department of Veterans Affairs. This calculation is determined by training level, credits taken in a term, and length of term. APUS does not calculate the Rate of Pursuit.

**Please note:** The above chart does not apply to Federal Student Aid (FSA). If you are applying for Federal Student Aid, there is a different enrollment status standard for determining aid eligibility. Please see the chart below for FSA status definitions.

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# Helpful Websites for GI Bill® Information & Veteran Success

<b>APUS VA Website:</b> <a href="#">AMU</a>   <a href="#">APU</a>	<a href="#">APUS Military &amp; Veterans Resources</a>
<a href="#">eBenefits Portal</a>	<a href="#">APUS Student Handbook</a>
<a href="#">GI Bill® Homepage</a>	<a href="#">APUS Academic Advising Center</a>
<a href="#">WAVE Attendance Verification</a>	<a href="#">APUS Student Veterans of America</a>
<a href="#">Apply for VA Benefits</a>	<a href="#">Student Handouts, Brochures, Regulations, and other VA Forms</a>
<a href="#">Transfer of Post 9/11 GI Bill® Benefits to Dependents</a>	<a href="#">GI Bill® Customer Service Resource Center</a>
<a href="#">GI Bill® Benefit Comparison Tools</a>	<a href="#">Tutorial Assistance</a>
<a href="#">Monthly Payment Rates</a>	<a href="#">Principles of Excellence</a>
<a href="#">Institutions of Higher Learning Undergraduate &amp; Graduate Degrees</a>	<a href="#">Fry Scholarship</a>
<a href="#">GI Bill® General Announcements</a>	<a href="#">Vocational Rehabilitation</a>
<a href="#">APUS Disability Accommodations</a>	<a href="#">VA Licensing &amp; Certification</a>
<b>APUS Transfer Credit Center:</b> <a href="#">AMU</a>   <a href="#">APU</a>	<a href="#">VA Services</a>
<a href="#">APUS Consumer Information Center</a>	<a href="#">APUS Accreditation</a>
<a href="#">Isakson &amp; Roe Provisions</a>	<a href="#">APUS GI Bill® Comparison Tool</a>
<a href="#">VA COVID-19 FAQ's</a>	

available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.”

# Before you Start Your Program - Undergraduate

- [Maintaining Your Contact Information](#)
- [Appropriate Course Progression](#)
- [Academic Standing \(Freshman-Senior\)](#)
- [Changing your Major/Program - FSA Students](#)
- [Changing Your Major/Program - Non-FSA Students](#)
- [Annual Academic Progress Requirements](#)
- [GPA Requirements for Graduation Eligibility](#)
- [Program Deadline Requirements for Graduation Eligibility](#)
- [Examinations and Proctors](#)
- [Course Attempt Limits for Graduation Eligibility](#)



# Maintaining Your Contact Information

APUS will use the following methods to communicate with you:

- Email
- Personal Email
- MyCampus Email
- Phone (home/mobile)
- Text Message (mobile)
- eCampus Alerts
- Announcements in the classroom
- Notifications via your University-sponsored mobile apps

While in class, your instructors will communicate with you using your MyCampus email address. You can access your MyCampus email via the Office 365 tool, which is on the home page of all courses. Logging onto MyCampus email requires a username, password, and a second identity verification means via a mobile phone or other phone.

Per university information security policy, you cannot establish automated rules in your MyCampus account to automatically forward email to a personal or business account. You can manually forward single emails.

You are expected to regularly access, read, and respond as necessary to communications sent by the university. This is to ensure that our offices can communicate with you regarding pending academic actions, document requirements, financial alerts, engagement opportunities, etc. There will be times when the communication you receive is time-sensitive and may require action on your part.

You are required to maintain current contact information in your student record as long as you are an active student. You may update your contact information via the Edit Profile link in the dropdown next to your name at the top of your eCampus.

You will receive emailed invitations to share your feedback with us through various surveys about your experiences with the university, your needs as a student, etc. Although you are required to receive the emailed survey invitations, participation in a survey is voluntary. We value and encourage your participation in our surveys, as your feedback plays a significant role in our continuous improvement processes. If you have any questions about the survey process, please contact [feedback@apus.edu](mailto:feedback@apus.edu).

If you are disenrolled or have graduated, and do not wish to have APUS contact you again, you may submit a Do Not Contact request by emailing us at [enrollments@apus.edu](mailto:enrollments@apus.edu). Doing so will remove your email addresses from our student record system so that you no longer receive any emails from the university.

# Appropriate Course Progression

## General Education Courses

If you are enrolled in an Associates or Bachelor degree program, you should first complete your General Education courses in order to be prepared with the skills required in the subsequent courses in your program. If you have taken courses previously at other universities, and think they cover the same subjects as the approved General Education courses, you should wait for your transfer credit evaluation to be completed, or use the online TED (Transfer Equivalent Database) in the TCE Center to determine if your previous courses will fulfill APUS General Education requirements.

## Lower Level Courses

Once your General Education courses are fulfilled, or if you want to explore other courses outside of your General Education requirements, you should next register for any 100 or 200-level courses that will help you expand your interests.

## Upper Level Courses

You should complete all General Education and 100-200 level courses in your CORE, Major, and/or Concentration sections, before taking any upper-level courses in your program (300-400). Upper level courses are designed for students who are already in their junior/senior year(s) of college, and it is expected that you have mastered the academic skills, such as researching and writing papers, before you advance to this course level.

*For more information on the best course progression for your individual background, please contact your Academic Advisor at [Advising@apus.edu](mailto:Advising@apus.edu).*

# Academic Standing (Freshman-Senior)

Your academic standing is based solely on the number of semester hours you have fulfilled toward your current program.

If you are enrolled in an Associate's degree, your academic standing can never be higher than sophomore.

## Academic Standing-Table of Semester Hours Required

<b>Academic Standing</b>	<b>Semester Hours Required (must be applicable to your program)</b>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90+

# Changing your Major/Program - FSA Students

Students utilizing Federal Student Aid (FSA) may only change programs within a specific timeframe of any academic year or semester in order to not negatively affect eligibility and disbursement of FSA.

The timeframe is no sooner than 48 days before the end of the current semester up until 10 days prior to the start of their next semester.

Your Academic Advisor is happy to assist with any questions regarding this policy, and may be reached at [Advising@apus.edu](mailto:Advising@apus.edu).

Your program change request maybe denied under one or more of the following criteria:

- You have submitted excessive number of requests to change majors.
- You have started and abandoned an APUS program already (This includes changing program levels between undergraduate/graduate without completing a program, or movement between degree to certificate or between certificates.)
- You have already attempted so many courses that your requested program change will put you above the 150% limit of courses attempted vs earned towards your program.
- You have submitted a graduation application and have not received final clearance.
- You are currently on a program hold.
- You are unsure of your academic and future goals.
- You have a GPA below the minimum GPA for undergraduate students (2.0).
- You have completed over 75% of your academic program.
- You have an IEP/Vocational Diploma and have not completed 12 semester hours successfully.
- You are a concurrent enrollment student.

If you are a doctoral student, please visit this [page](#) for additional information.

## Other Important Information Regarding Program Changes

You must use the University Forms menu inside your campus (available through the ACADEMIC PLAN & FORMS drop down along the top of your ecampus) to submit the “Degree Change” form.

## Canceling Program Change

If you change your mind before the program change is processed, email [Advising@apus.edu](mailto:Advising@apus.edu) immediately to cancel the request.

## Starting Over

You cannot "start over" in a new program at the same level unless your current program deadline has expired. If your program deadline has expired and you have not completed your program, you may start a new program with a new GPA. All previously-completed APUS courses as well as any outside source credit will be applied, where applicable as institutional or transfer credit, and you will not be able to retake courses for which you have already received credit in your previous program. If you received below a C in a required course for your new program, you will need to contact your Academic Advisor for your options.

## Momentum Program Eligibility – Current Students

Students enrolled in a traditional program may be eligible to request a degree change to a Momentum program. These degree change requests are reviewed on a case by case basis. Students must have a conferred Associates degree to be considered for admission, and may be limited based on academic coursework completed in a traditional program format. Current students interested in learning more about their eligibility for the Momentum programs may contact their academic advisor at [Advising@apus.edu](mailto:Advising@apus.edu) to learn more.

## **Certificates and Minors**

You are NOT required to select a certificate or minor with your program. Adding an optional certificate or minor may reduce the amount of credit awarded to your program and can potentially increase the amount of time it will take to complete your program. Minors may not be added to associate's or master's degrees.

## **Concentrations**

Concentrations cannot be removed from programs if they are required. Not all programs require concentrations.

## **Reposting TCE**

If you change your program after you have had a transfer credit award posted, your newly-evaluated transfer credit award will be posted within 21 days of your program change.

## **Disenrolled Students**

If you are currently disenrolled and submitting a request to change your program, you will not be able to select a certificate or minor to add to your program.

*Additional questions regarding program change requests may be sent to [Advising@apus.edu](mailto:Advising@apus.edu).*

# Changing Your Major/Program - Non-FSA Students

If you are not registered yet and have NOT submitted a TCE Application: You may change your program online by submitting the “Degree Change form” within the UNIVERSITY FORMS menu under the ‘Academic Plan & Forms’ tab within your ecampus. It is highly recommended that you discuss your academic program options with your Admissions Representative or your Academic Advisor prior to requesting the change.

Your program change request can be denied under one or more of the following criteria:

- You have submitted excessive number of requests to change majors.
- You have started and abandoned an APUS program already (This includes changing program levels between undergraduate/graduate without completing a program, or movement between degree to certificate or between certificates.)
- You have already attempted so many courses that your requested program change will put you above the 150% limit of courses attempted vs earned towards your program.
- You have submitted a graduation application and have not received final clearance.
- You are currently on a program hold.
- You are unsure of your academic and future goals.
- You have a GPA below the minimum GPA for undergraduate students (2.0).
- You have completed over 75% of your academic program.
- You have an IEP/Vocational Diploma and have not completed 12 semester hours successfully.
- You are a concurrent enrollment student.

## Other Important Information Regarding Program Changes

You must use the UNIVERSITY FORMS menu, within the ‘Academic Plan & Forms’ tab, from your ecampus to submit the “Degree Change” form.

## Canceling Program Change

If you change your mind before the program change is processed, email [Advising@apus.edu](mailto:Advising@apus.edu) immediately to cancel the request.

## Starting Over

You cannot “start over” in a new program at the same level unless your current program deadline has expired. If your program deadline has expired and you have not completed your program, you may start a new program with a new GPA. All previously-completed APUS coursework for which you earned a passing grade, as well as any outside source credit, will be applied, where applicable as residential or transfer credit.

If you received below a C in a required course for your new program, you will need to contact your Academic Advisor for your options.

## Certificates and Minors

You are NOT required to select a certificate or minor with your program. Adding an optional certificate or minor may reduce the amount of credit awarded to your program and can potentially increase the amount of time it will take to complete your program. Minors may not be added to associate's or master's degrees.

## **Concentrations**

Concentrations cannot be removed from programs if they are required. Not all programs require concentrations.

## **Reposting TCE**

If you change your program after you have had a transfer credit award posted, your newly-evaluated transfer credit award will be posted within 21 days of your program change.

## **Disenrolled Students**

If you are currently disenrolled and submitting a request to change your program, you will not be able to select a certificate or minor to add to your program.

*Additional questions regarding program change requests may be sent to [Advising@apus.edu](mailto:Advising@apus.edu).*

# Annual Academic Progress Requirements

You are required to complete at least one APUS course every 12 months in order to avoid being automatically withdrawn (disenrolled) from the university for inactivity. The 12-month period starts at the official end date of the last course you completed. This does NOT include the extension periods. If you have not yet completed a course, your 12-month period starts the day you complete orientation.

## Voluntary Disenrollment

If you are an active student and you no longer want to pursue your education with the university, you must disenroll by submitting a Disenrollment Request Form. You will find this form in the student ecampus, under the Academic Plan & Forms/University Forms menu, under the All Forms link.

## Program Hold

If you know you will not be able to take any courses during any given year, you should request a Program Hold. Going on Program Hold and entering an anticipated Program Hold end date does not obligate you to return to APUS. This locks in your place in your academic program to ensure you may come back to the same program at the same academic standing (freshman/senior, etc.) as when you left. If your program has been granted special program accreditation since you originally enrolled, your Academic Advisor may advise you to change your enrollment to the new catalog so that you will fall under the new program specific accreditation.

The Program Hold Request form is accessible through the ACADEMIC PLAN & FORMS drop down along the top of your ecampus, under the UNIVERSITY FORMS menu, 'ALL Forms' link. You may go on a program hold for up to 24 months at a time. However, you may contact the Office of the Registrar at any time during your Program Hold if you need additional time added to your anticipated Program Hold end date. We do not have a limit on the maximum amount of total time you may spend on a Program Hold as long as you can still complete your program prior to your established program deadline; however, you will be automatically withdrawn from the university if you do not return to your studies by your selected Program Hold end date.

If you are unable to go online and submit the Program Hold form, you may also call or email the Office of the Registrar (at 877-755-2787 x3600 or [Registrar@apus.edu](mailto:Registrar@apus.edu)) to request a Program Hold or to extend your current Program Hold date. Although we do not require you to submit verification for going on a program hold from the university, you are required to let us know that you are going to put your studies on hold in order to lock in your place in your program.

## Not Certain You Want to Withdraw?

Before you take steps to withdraw, consider asking your academic advisor about your options. Because we serve such a large number of students who are on active duty in the military or busy professionals on remote assignments, we understand that there may be times when computer access is limited or other circumstances make it challenging to complete coursework within the prescribed timeframe. If this happens to you, contact your academic advisor, your ESO (if a military student), the course instructor, or any other relevant parties to discuss your situation and whether a special circumstances extension is possible.

*For more information on how to request a program hold, please contact us at [studentservices@apus.edu](mailto:studentservices@apus.edu).*



# GPA Requirements for Graduation Eligibility

In order to be eligible to have your Associates or Bachelor's degree conferred or your certificate awarded after completing all of your course requirements, you must hold a GPA (Grade Point Average) of 2.0 or above.

Courses transferred from other universities, or from a completed APUS program into another APUS program, are not included in the calculation of your GPA if applied as residential or transfer credit. In some instances, courses which transfer to a corresponding degree program within two years, will be applied as residential credit and be calculated in GPA as applicable. If you complete all of the courses for your program but have a GPA below 2.0, we can issue you a letter of program completion, but you will not actually earn the degree or certificate.

*For more information on GPA requirements, please contact your Academic Advisor at [Advising@apus.edu](mailto:Advising@apus.edu).*

# Program Deadline Requirements for Graduation Eligibility

Once you start your program at APUS, you will have a set deadline for completing your program requirements. Your program deadline starts at the start date of the first course in your program which you attend past the first week of the course. This date is called your initial enrollment date. If you do not have your program conferred before the program deadline, we can issue you a letter of program completion; however, you will not actually earn the degree or certificate.

Each program has an established program length:

- Associate Degree: 7 years
- Bachelor's Degree (except Nursing): 10 years
- BS in Nursing: 5 years (from the start of first Nursing (NURS) course)
- Undergraduate Certificates: 3 years

## Academic Advising

If you are less than 6 months away from your program deadline, you will be blocked from registration until you have met with your Academic Advisor to discuss your program completion plan.

## Program Holds

Your program deadline is not extended if you are on an approved Program Hold; you will have the same program deadline when you return from a Program Hold and may need to work with an Academic Advisor based if it is nearing or expired upon your return.

## Program Deadline Extensions

In some very special circumstances, you may request an extension of your program deadline. The Program Deadline Extension Request form is accessible through the **ACADEMIC PLAN & FORMS** drop down along the top of your ecampus, under the UNIVERSITY FORMS menu, 'ALL Forms' link. **Be sure to submit the request prior to reaching your program deadline.**

- You may only be granted an extension of up to 25% of your initial program length.
- If you are not able to meet conferral by your program deadline, even with an extension, you will need to enroll in a new program, and any courses you previously completed will count as residential credit in your new program. These courses will be subject to the standard transfer credit limit, which will include all APUS courses previously completed as well as any previously transferred courses.

*If you have any questions pertaining to program deadline extensions, please contact your Academic Advisor at [Advising@apus.edu](mailto:Advising@apus.edu).*

# Examinations and Proctors

APUS faculty use examinations as one method of evaluating student performance during a course. Examinations may be proctored or unproctored, and faculty can set any exam so that a proctor is required. Proctors are individuals who ensure the integrity of the examination process by monitoring student work during the exam and verifying that the student complied with exam instructions regarding the use of outside materials, doing their own work, etc. If a proctor is required, it is the student's responsibility to locate and secure a proctor. Proctors must be approved by the instructor prior to taking the exam and must meet the following qualifications:

Your proctor must hold either a minimum of a Bachelor's degree OR one of the following professional positions:

- Administrator or faculty member of any accredited institution of higher education
- School teacher, counselor, librarian, or administrator
- Local or regional librarian
- Human Resource manager, a training manager, supervisor, or manager of higher rank
- For military personnel: a DANTES test control officer, an educational services officer, a base librarian, or an officer
- Member of clergy

Prior to exam day, the faculty will email a password to your proctor. On the day of your exam, your proctor will provide the password and monitor you as you take your exam online. Students are responsible for costs incurred during the proctoring process, if any.

# Course Attempt Limits for Graduation Eligibility

In order to be eligible for graduation at the end of your program, you must have successfully completed all course requirements within a 150% of your allotted course attempts. This includes any courses you took prior to changing your major, even if those courses did not apply to your current major.

Unsuccessful course attempts include:

- Courses from which you withdraw (grade is W).
- Any courses that you fail (grade F).

Based on the above:

- Associate programs (60 semester hours) – only permitted 10 W's and F's combined.
- Bachelors programs (120 semester hours) – only permitted 20 W's and F's combined.
- Certificate programs (18 semester hours) – only permitted 3 W's and F's combined.

\*Calculations based on the total required semester hours and are adjusted for those programs that are different than the total semester hours listed above.

For students who were admitted on or before April 1, 2022:

- Students not currently in violation of the updated policy will be granted additional attempts:
  - Associate's degrees: 5 additional attempts
  - Bachelor's degrees: 10 additional attempts
  - Certificates: 3 additional attempts
- Students at the updated limit or currently in violation of the updated policy will be granted 3 additional unsuccessful attempts
  - If the student has already been granted a specific number of additional credits or attempts through an appeal, the appeal approval will supersede this policy

If you meet the unsuccessful course attempt limits, you will be placed on academic suspension pending your academic dismissal. You will have 30 days to appeal your pending academic dismissal in writing before it is processed.

# Before You Start Your Program - Master's

The following policies apply to master's degrees, graduate certificates, and graduate learning tracks.

- [What is a Master's Degree?](#)
- [Maintaining Your Contact Information](#)
- [Appropriate Program Progression](#)
- [Changing your Major/Program - FSA Students](#)
- [Changing Your Major/Program - Non-FSA Students](#)
- [Annual Academic Progress Requirements](#)
- [GPA Requirements for Graduation Eligibility](#)
- [Program Deadline Requirements for Graduation Eligibility](#)
- [Course Attempt Limits for Graduation Eligibility](#)
- [Examinations and Proctors](#)
- [Final Course Requirements \(Comprehensive Exams, Capstones, Practicums and Thesis Courses\)](#)

# What is a Master's Degree?

## Master's Degrees Contribute to Graduate Culture:

At APUS, graduate culture arises from our community of emerging scholars and practitioners who share a commitment to research and scholarly integrity, a passion for producing and extending knowledge in the field, and dedication to applying that knowledge in innovative, interdisciplinary contexts.

At APUS, a successful master's student is someone who is able to synthesize and evaluate current literature in the field and apply theory to problems of professional practice or questions in the discipline. As you complete your master's program, you will be able to:

- Apply the major theoretical frameworks in your field to past and current events;
- Synthesize different theoretical and methodological approaches in order to argue for evidence-based solutions;
- Analyze and critique the literature to identify strengths, weaknesses, and gaps in other research;
- Communicate effectively to audiences within and outside the discipline.

Master's degrees at APUS consist of at least 30 credits of graduate coursework. In most cases, coursework includes a combination of core, concentration, and elective courses. All master's programs require a capstone experience, which is a culminating course or set of courses. The capstone may take several forms, including a thesis, creative project, applied project, practicum, or portfolio. Some programs also offer a comprehensive exam for their culminating experience.

## What is a Master's degree?

According to the Council of Graduate Schools, master's degrees differ significantly from undergraduate degrees in several ways:

The master's degree is awarded to students who demonstrate a level of academic accomplishment and subject mastery substantially beyond that required for the baccalaureate degree. Graduates from master's degree programs should have developed the ability to think logically and consistently; integrate and synthesize knowledge; access up-to-date knowledge and information within the discipline; communicate in a clear, consistent, and logical manner, both orally and in writing; understand the interrelationships between their discipline and others; be aware of and prepared to deal with ethical dilemmas within their profession; apply their knowledge of the discipline to real-life situations; and, increasingly, adapt to the dynamic and changing requirements of their profession and their workplace.

Master's graduates are expected to have gained knowledge and skills not only from course work, research, and practicums but also from varied experiences and perspectives brought to the program and shared among students, faculty, and practitioners. The specific requirements for individual students, even those working in the same field, may vary to a certain extent, depending not only on their pre-master's preparation and experience but also on the research projects or new applications of knowledge for which the program is preparing them.

Master's programs usually require a capstone or culminating experience that indicates the ability to synthesize material from course work and to apply information and knowledge to a specific issue or problem, although some programs may require only completion of course work. The capstone requirement may be a thesis (once nearly universal), an equally rigorous creative project, a demanding comprehensive examination, or, increasingly, some alternative requirement, such as a documented contribution to a group project or outcome (increasingly common in professionally focused programs) or reports of internship or fieldwork experiences. Since the ability to communicate in one's field is essential, master's programs typically include an opportunity for the student to learn to present scholarly information in written and oral form to a variety of audiences.



# Maintaining Your Contact Information

APUS will use the following methods to communicate with you:

- Email
- Personal Email
- MyCampus Email
- Phone (home/mobile)
- Text Message (mobile)
- eCampus Alerts
- Announcements in the classroom
- Notifications via your University-sponsored mobile apps

While in class, your instructors will communicate with you using your MyCampus email address. You can access your MyCampus email via the Office 365 tool, which is on the home page of all courses. Logging onto MyCampus email requires a username, password, and a second identity verification means via a mobile phone or other phone.

Per university information security policy, you cannot establish automated rules in your MyCampus account to automatically forward email to a personal or business account. You can manually forward single emails.

You are expected to regularly access, read, and respond as necessary to communications sent by the university. This is to ensure that our offices can communicate with you regarding pending academic actions, document requirements, financial alerts, engagement opportunities, etc. There will be times when the communication you receive is time-sensitive and may require action on your part.

You are required to maintain current contact information in your student record as long as you are an active student. You may update your contact information via the Edit Profile link in the dropdown next to your name at the top of your eCampus.

You will receive emailed invitations to share your feedback with us through various surveys about your experiences with the university, your needs as a student, etc. Although you are required to receive the emailed survey invitations, participation in a survey is voluntary. We value and encourage your participation in our surveys, as your feedback plays a significant role in our continuous improvement processes. If you have any questions about the survey process, please contact [feedback@apus.edu](mailto:feedback@apus.edu).

If you are disenrolled or have graduated, and do not wish to have APUS contact you again, you may submit a Do Not Contact request by emailing us at [enrollments@apus.edu](mailto:enrollments@apus.edu). Doing so will remove your email addresses from our student record system so that you no longer receive any emails from the university.



# Appropriate Program Progression

All graduate programs have an optimal order of courses, as displayed in the Graduate Catalog and on your Academic Plan. The order of courses has been designed to help you build your knowledge and skills through the program content. If you are not sure of the best course to take next, please reach out to Academic Advising.

The standard master's degree course progression follows a typical order:

- First Required Course as designated by each program
- Core courses
- Major and/or Concentration courses
- Electives
- Final Program Requirement, dependent on academic plan: Comprehensive Exam, Capstone Course or Practicum Course

# Changing your Major/Program - FSA Students

Students utilizing Federal Student Aid (FSA) may only change programs within a specific timeframe of any academic year or semester in order to not negatively affect eligibility and disbursement of FSA.

The timeframe is no sooner than 48 days before the end of the current semester up until 10 days prior to the start of their next semester.

Your Academic Advisor is happy to assist with any questions regarding this policy, and may be reached at [Advising@apus.edu](mailto:Advising@apus.edu).

Your program change request may be denied under one or more of the following criteria:

- You have submitted excessive number of requests to change majors.
- You have started and abandoned an APUS program already (This includes changing program levels between undergraduate/graduate without completing a program, or movement between degree to certificate or between certificates.)
- You have already attempted so many courses that your requested program change will put you above the 150% limit of courses attempted vs earned towards your program.
- You have submitted a graduation application and have not received final clearance.
- You are currently on a program hold.
- You are unsure of your academic and future goals.
- You have a GPA below the minimum GPA for graduate students (3.0).
- You have completed over 75% of your academic program.
- You have an IEP/Vocational Diploma and have not completed 12 semester hours successfully.
- You are a concurrent enrollment student.

If you are a doctoral student, please visit this [page](#) for additional information.

## Other Important Information Regarding Program Changes

You must use the UNIVERSITY FORMS menu inside your ecampus, located under the 'Academic Plan & Forms' tab, to submit the "Degree Change" form. Each time you submit the form, it will count as a degree change submission, even if you change your mind.

### Canceling Program Change

If you change your mind before the program change is processed, email [Advising@apus.edu](mailto:Advising@apus.edu) immediately to cancel the request.

### Starting Over

You cannot "start over" in a new program at the same level unless your current program deadline has expired. If your program deadline has expired and you have not completed your program, you may start a new program with a new GPA. All previously-completed APUS courses for which you earned a passing grade, as well as any outside source credit will be applied, where applicable, as residential or transfer credit.

### Certificates

You are NOT required to select a certificate with your program. Adding an optional certificate may reduce the amount

of credit awarded to your program and can potentially increase the amount of time it will take to complete your program.

## **Concentrations**

Concentrations cannot be removed from programs if they are required. Not all programs require concentrations.

## **Reposting TCE**

If you change your program after you have had a transfer credit award posted, your newly-evaluated transfer credit award will be posted within 21 days of your program change.

## **Disenrolled Students**

If you are currently disenrolled and submitting a request to change your program, you will not be able to select a certificate to add to your program.

*For more information on program change requests, please contact your Academic Advisor at [Advising@apus.edu](mailto:Advising@apus.edu).*

# Changing Your Major/Program - Non-FSA Students

Your program change request can be denied under one or more of the following criteria:

- You have submitted excessive number of requests to change majors.
- You have started and abandoned an APUS program already (This includes changing program levels between undergraduate/graduate without completing a program, or movement between degree to certificate or between certificates.)
- You have already attempted so many courses that your requested program change will put you above the 150% limit of courses attempted vs earned towards your program.
- You have submitted a graduation application and have not received final clearance.
- You are currently on a program hold.
- You are unsure of your academic and future goals.
- You have a GPA below the minimum GPA for graduate students (3.0).
- You have completed over 75% of your academic program.

## Other Important Information Regarding Program Changes

You must use the UNIVERSITY FORMS menu, within the 'Academic Plan & Forms' tab, from your ecampus to submit the "Degree Change" form.

## Cancelling Program Change

If you change your mind before the program change is processed, email [Advising@apus.edu](mailto:Advising@apus.edu) immediately to cancel the request.

## Starting Over

You cannot "start over" in a new program at the same level unless your current program deadline has expired. If your program deadline has expired and you have not completed your program, you may start a new program with a new GPA. All previously-completed APUS courses for which you earned a grade of B or higher, as well as any outside source credit will be applied as institutional or transfer credit where applicable, and you will not be able to retake courses for which you have already received credit in your previous program. If you received below a B in a required course for your new program, you will need to contact your Academic Advisor for your options.

## Certificates

You are NOT required to select a certificate with your program. Adding an optional certificate may reduce the amount of credit awarded to your program and can potentially increase the amount of time it will take to complete your program.

## Concentrations

Concentrations cannot be removed from programs if they are required. Not all programs require concentrations.

## Reposting TCE

If you change your program after you have had a transfer credit award posted, your newly-evaluated transfer credit award will be posted within 21 days of your program change

## **Disenrolled Students**

If you are currently disenrolled and submitting a request to change your program, you will not be able to select a certificate to add to your program.

For more information on program change requests, please contact your Academic Advisor at [Advising@apus.edu](mailto:Advising@apus.edu).

# Annual Academic Progress Requirements

You are required to complete at least one APUS course every 12 months in order to avoid being automatically withdrawn (disenrolled) from the university for inactivity. The 12-month period starts at the official end date of the last course you completed. This does NOT include the extension periods. If you have not yet completed a course, your 12-month period starts the day you complete orientation.

## Voluntary Disenrollment

If you are an active student and you no longer want to pursue your education with the university, you must disenroll by submitting a Disenrollment Request Form. You will find this form in the student ecampus, under the Academic Plan & Forms/University Forms menu, under the All Forms link.

## Program Hold

If you know you will not be able to take any courses during any given year, you should request a Program Hold. Going on Program Hold and entering an anticipated Program Hold end date does not obligate you to return to APUS. This locks in your place in your academic program to ensure you may come back to the same program at the same academic standing (freshman/senior, etc.) as when you left. If your program has been granted special program accreditation since you originally enrolled, your Academic Advisor may advise you to change your enrollment to the new catalog so that you will fall under the new program specific accreditation.

The Program Hold Request form is accessible through the ACADEMIC PLAN & FORMS drop down along the top of your ecampus, under the UNIVERSITY FORMS menu, 'ALL Forms' link. You may go on a program hold for up to 24 months at a time. However, you may contact the Office of the Registrar at any time during your Program Hold if you need additional time added to your anticipated Program Hold end date. We do not have a limit on the maximum amount of total time you may spend on a Program Hold as long as you can still complete your program prior to your established program deadline; however, you will be automatically withdrawn from the university if you do not return to your studies by your selected Program Hold end date.

If you are unable to go online and submit the Program Hold form, you may also call or email the Office of the Registrar (at 877-755-2787 x3600 or [Registrar@apus.edu](mailto:Registrar@apus.edu)) to request a Program Hold or to extend your current Program Hold date. Although we do not require you to submit verification for going on a program hold from the university, you are required to let us know that you are going to put your studies on hold in order to lock in your place in your program.

## Not Certain You Want to Withdraw?

Before you take steps to withdraw, consider asking your academic advisor about your options. Because we serve such a large number of students who are on active duty in the military or busy professionals on remote assignments, we understand that there may be times when computer access is limited or other circumstances make it challenging to complete coursework within the prescribed timeframe. If this happens to you, contact your academic advisor, your ESO (if a military student), the course instructor, or any other relevant parties to discuss your situation and whether a special circumstances extension is possible.

*For more information on how to request a program hold, please contact us at [studentservices@apus.edu](mailto:studentservices@apus.edu).*

# GPA Requirements for Graduation Eligibility

In order to be eligible to have your Master's degree conferred or your graduate certificate issued after completing all of your course requirements, you must hold a GPA (Grade Point Average) of 3.0 or above.

Courses transferred from other universities, or from a completed APUS program into a subsequent APUS program, are not included in the calculation of your cumulative GPA when applied as residential or transfer credit.

If you complete all of the courses for your program but have a GPA below 3.0, we can issue you a letter of program completion, you will not actually earn the degree or certificate.

For more information on GPA requirements, please contact your Academic Advisor at [Advising@apus.edu](mailto:Advising@apus.edu).

# Program Deadline Requirements for Graduation Eligibility

Once you start upon your program at APUS, you will have a set deadline for completing your program. Your program deadline starts at the start date of the first course in your program which you attend past the first week of the course. This date is called your initial enrollment date. If you do not have your program conferred before the program deadline, we can issue you a letter of program completion; however, you will not actually earn the degree or certificate.

Each program has an established program length:

- Master's Degrees (except Nursing): 7 years
- MS in Nursing: 5 years
- Graduate Certificates: 3 years

## Academic Advising

If you are less than 6 months away from your program deadline, you will see a message to warn you of this when you try to register for your next course. You will be blocked from registration until you have met with your Academic Advisor to discuss your best options.

## Program Holds

Your program deadline is not extended if you are on an approved Program Hold; you will have the same program deadline when you return from a Program Hold and may need to work with an Academic Advisor based if it is nearing or expired upon your return.

- **Program Deadline Extensions:** In some very special circumstances, you may request an extension of your program deadline. The Program Deadline Extension Request form is accessible through the **ACADEMIC PLAN & FORMS** drop down along the top of your ecampus, under the UNIVERSITY FORMS menu, 'ALL Forms' link. **Be sure to submit the request prior to reaching your program deadline.**
- You may only be granted an extension of up to 25% of your initial program length.
- If you are not able to meet conferral by your program deadline, even with an extension, you will need to enroll in a new program, and any courses you previously completed will count as residential credit in your new program. These courses will be subject to the standard transfer credit limit, which will include all APUS courses previously completed as well as any previously transferred courses.

*If you have any questions pertaining to program deadline extensions, please contact your Academic Advisor at [Advising@apus.edu](mailto:Advising@apus.edu).*



# Course Attempt Limits for Graduation Eligibility

In order to be eligible for graduation at the end of your program, you must have successfully completed all course requirements within a 150% of your allotted course attempts. This includes any courses you took prior to changing your major, even if those courses did not apply to your current major.

Unsuccessful course attempts include:

- Courses from which you withdraw (grade is W).
- Any courses that you fail (grade F).

Based on the above:

- Masters programs (36 semester hours) – only permitted 6 W's and F's combined.
- Certificate programs (18 semester hours) – only permitted 3 W's and F's combined.

\*Calculations based on the total required semester hours and are adjusted for those programs that are different than the total semester hours listed above.

For students who were admitted on or before May 1, 2022:

- Students not currently in violation of the updated policy will be granted additional attempts:
  - Master's degrees: 5 additional attempts
  - Certificates: 3 additional attempts
- Students at the updated limit or currently in violation of the updated policy will be granted 3 additional unsuccessful attempts
  - If the student has already been granted a specific number of additional credits or attempts through an appeal, the appeal approval will supersede this policy

If you meet the unsuccessful course attempt limits, you will be placed on academic suspension pending your academic dismissal. You will have 30 days to appeal your pending academic dismissal in writing before it is processed.

*For more information on course attempt limits, please contact your Academic Advisor at [Advising@apus.edu](mailto:Advising@apus.edu).*

# Examinations and Proctors

APUS faculty use examinations as one method of evaluating student performance during a course. Examinations may be proctored or unproctored, and faculty can set any exam so that a proctor is required. Proctors are individuals who ensure the integrity of the examination process by monitoring student work during the exam and verifying that the student complied with exam instructions regarding the use of outside materials, doing their own work, etc. If a proctor is required, it is the student's responsibility to locate and secure a proctor. Proctors must be approved by the instructor prior to taking the exam and must meet the following qualifications:

Your proctor must hold either a minimum of a Bachelor's degree OR one of the following professional positions:

- Administrator or faculty member of any accredited institution of higher education
- School teacher, counselor, librarian, or administrator
- Local or regional librarian
- Human Resource manager, a training manager, supervisor, or manager of higher rank
- For military personnel: a DANTES test control officer, an educational services officer, a base librarian, or an officer
- Member of clergy

Prior to exam day, the faculty will email a password to your proctor. On the day of your exam, your proctor will provide the password and monitor you as you take your exam online. Students are responsible for costs incurred during the proctoring process, if any.

# Final Course Requirements (Comprehensive Exam and Capstones)

Every master's program has a required end of program requirement. Depending upon the program in which you are enrolled, this could be a comprehensive exam or a capstone course.

Before you can be registered for your end of program course you will need to:

- Have a GPA of 3.0 or above.
- Have 80% complete in your program.

*Even for programs where Capstone courses have been approved by the VA as research-based programs, students using VA funding may have to carefully plan their course sequence to avoid “orphan” courses. Please work with your Academic Advisor on your course sequence to plan ahead for this issue.*

## End of Program Assessment Types

End of Program assessment alternatives for master's students include the following options, which vary by the degree program:

- Comprehensive Exam
- Capstone, which includes the following variations:
  - Research thesis
  - Creative project or Applied Project
  - Practicum with critical reflection/integration paper
  - Portfolio option with critical reflection paper

See the [EOP Manual](#) for a full explanation of each option. Your Academic Plan will describe the End of Program Assessments that are available for your program.

For all capstone courses that begin after January 1, 2017, master's students must earn a B- (80%) or better on their capstone thesis/project/paper and a B- (80%) or better in their capstone course to pass the course. This policy aligns with the comprehensive exam, which also requires a B- (80%) or better to pass. Master's students must have at least a 3.0 GPA in order to graduate. Please see the [End of Program Assessment Manual](#) for more information.

*For more information regarding these final course requirements, please refer to the End of Program Assessment Manual for Graduate Studies found in the Trefry Library in the Master's Studies Resource Center.*

# What You Need to Know Before Your Course Begins

This section outlines the most important things you need to know before you start your course:

- [General Course Requirements](#)
- [Early Course Access](#)
- [IMPORTANT - First Week of Every Course - Required Activity](#)
- [Expected Course Load](#)
- [Credit Hour Definition](#)

# What You Need to Know Before Your Course Begins

## Honor Code

During all of your courses throughout your academic career at APUS, you are expected to know and abide by the contents of the Honor Pledge. Please visit the [Student Code of Conduct](#) to understand what constitutes plagiarism.

## Syllabus

You can access the current syllabus via the Course Tools link located in the top navigation bar of your classroom, or from the Course Overview & Introduction section of the Content link in the navigation bar.

## Student Deadlines

All dates and times posted are for U.S. Eastern Standard time. It is your responsibility to know how that translates to your time zone and to submit assignments and tests per these posted deadlines.

Students are expected to submit assignments by the due dates listed in the classroom. Late assignments, including but not limited to Assignments, Discussions, posts and responses, quizzes, and exams, may or may not be accepted after the course end date. Submitting an assignment after the due date may result in a penalty of up to 10% of the grade per day late, not to exceed a maximum 50% of the grade. The amount of the penalty is at the faculty member's discretion. Faculty recognize that students have limited time and may be more flexible if potential delays are communicated ahead of time.\*

\*Doctoral and Programs with specialty accreditation may have different late policies.

\*\*Students with DSA accommodations may have different late policies applied. For more information regarding our DSA services, please contact [DSA@apus.edu](mailto:DSA@apus.edu).

## Attendance

Your participation in discussion boards and presence in the classroom is expected on a weekly basis. Your instructor will determine whether your participation is sufficient to meet class requirements and may factor overall student participation into your final grade for the course.

## Instructor Deadlines

Instructors have 5 days, from the original due date, to grade all assignments submitted, and 8 days to post final grades after your course (or extension) officially ends. Your instructors also have 48 hours to respond to any of your questions submitted.

## Accommodations

If you have been cleared for course accommodations through our Disability Services Accommodations office, it is your responsibility to share your approved accommodation letter with your instructor if you wish to make use of any of the approved accommodations. This should be done prior to the time you need the accommodation.

## **Completing the Course**

All coursework must be completed and submitted prior to the official course end date. If you are unable to complete the course, you must withdraw prior to the start of the last week, or request a course extension prior to the course end date. If you do not officially withdraw or request an official course extension, you may receive a failing grade.

## **Lack of New Student Activity Policy**

Effective April 1, 2015, students who receive failing grades in their first two (2) course attempts in their program as a result of not submitting a substantial percentage of the required course work will be dismissed from the university at the conclusion of those courses. This applies to students who fail all of their initial courses as a result of not submitting substantial course work to earn a passing grade. Students who apply for a program change (i.e. Associates to Bachelors, Bachelor's to Masters, and so on) will also need to pass their first two courses in their new program to be considered in compliance with the Student Activity Policy.

If you have ongoing courses in your current academic semester when you fail your initial courses, you will be placed on Deferred Involuntary Withdrawal status and allowed to complete any current courses that are beyond the first week, though any future course registrations will be dropped.

For more information about this policy, please see the [Lack of New Student Activity](#) section of the Student Handbook.

## **Post-Course Access**

If you think you will want access to any of your submitted coursework once the course has ended, please remember to save your work to your own computer or other storage device. You will not have access to your submitted work or to the material in the course after 180 days after the original course end date or once you withdraw from the course.

# Early Course Access

Accessing a course 3 days before the start date allows for one weekday (Friday) where the student can reach University services and resources during normal business hours in addition to a full weekend to prepare for courses. Providing access to a course prior to its start date equips students with opportunity to gain insight in a course, feel more comfortable with the assignments and materials, and to make informed decisions on their goals and academic journey.

# IMPORTANT - First Week of Every Course - Required Activity

The first week of class runs from the Monday the course opens until 11:59 p.m. (Eastern Time) on the first Sunday of that week.

During Week One, you are required to log into **all** of your courses and submit a minimum **250-word** introductory forum post for each course.

Students who do not submit this assignment during the first week of class may be automatically dropped from any courses in which this assignment has not been completed.

- Informal agreements with an instructor to turn the forum assignment in late will not prevent you from being dropped.
- For special 2-week courses and comprehensive exams, you are only required to fully attend (log in and out) prior to the one week deadline.
- You should not rely upon the automated drop if you know you want to drop the course. To ensure your course is dropped and you get a full refund, you must submit the online course drop form before the posted deadline.



# **Expected Course Load**

## **Undergraduate Level**

During an average week, you should expect to spend 8-10 hours completing coursework for a 16-week course, and 15-18 hours completing coursework (including reading) for an 8-week course.

While each course is unique, general requirements include all or some of the following: at least 800-1,200 pages of required reading (50-75 pages per week), book reviews, critical essays or other written projects, active participation in discussion boards, a research paper, simulations, examinations, etc. Each course represents a significant workload which, when combined with personal and professional schedules, requires careful time management. Requirements will vary depending on the level of the course as well. Lower level courses (100 and 200 level) will be at the lower end of these ranges with upper division courses (300- and 400-level) at the higher end of the expectations.

## **Master's Level**

During an average week, you should expect to spend 10-15 hours completing coursework for a 16-week course, and 18-22 hours completing coursework (including reading) for an 8-week course.

While each course is unique, general requirements include all or some of the following: at least 1,200-1,500 pages of required reading (75-100 pages per week, not to include reading for research), book reviews, substantive participation in the online classroom discussions, critical essays or other written projects, a research paper, and a final examination. Each course represents a significant workload which, when combined with personal and professional schedules, requires diligent application of time management skills.

# Credit Hour Definition

## POLICY:

All undergraduate and graduate courses at the American Public University System adhere to the Federal Credit Hour Definition below:

### Department of Education Definition (34 CFR 600.2)

<https://www.federalregister.gov/documents/2020/09/02/2020-18636/distance-education-and-innovation>

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that—

1. Reasonably approximates not less than—
  - One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or
  - At least an equivalent amount of work as required in paragraph (1) (i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and
2. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

APUS also adheres to guidance from the Higher Learning Commission found in the policy language below:

### HLC Policy Language (FDCR.A.10.020)

<https://www.hlcommission.org/Policies/assignment-of-credits.html>

An institution shall be able to equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, to justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and to justify any program-specific tuition in terms of program costs, program length, and program objectives. Affiliated institutions shall notify the Commission of any significant changes in the relationships among credits, program length, and tuition.

Assignment of Credit Hours. The institution's assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

## PROCEDURE:

All new programs, concentrations, certificates, and courses assure quality from their inception through a multi-stakeholder process involving review by the School Curriculum Committee, the Academic Leadership Committee, the executive leadership, and, if a new program or certificate, by an external reviewer, and the Board of Trustees. APUS developed the process to ensure all new programs, concentrations, certificates, and courses are current and the level of student performance is appropriate. The APUS curriculum guidebook and program proposal templates are used as tools for stakeholders to develop and revise academic programs, concentrations, and courses based on the credit hour definition and policy language above.

Over the past decade, APUS has used information provided through its contact hour calculator based on the traditional Carnegie unit as an additional method for ensuring course workload sits at the appropriate level. APUS continues to evaluate and will update the aforementioned policy and corresponding procedures as needed and in accordance with applicable law and best practices for learning.

# Course Materials

- [Course Material ISBN and Purchasing Information](#)
- [Course Materials Allowance](#)
- [Audit Student Course Materials](#)
- [For Master's and Graduate Certificate Students](#)
- [For Undergraduate Students](#)
- [Necessary Computer Software](#)
- [Copyright Infringement](#)

# Course Material ISBN and Purchasing Information

In accordance with the current HEOA requirements, APUS provides the ISBN and retail price of our texts along with information on various purchasing options and buyback programs. The ISBN and price information are provided in the course descriptions of our Schedule of Classes section of the public sites: AMU and APU. APUS cautions students about obtaining course materials from overseas sources because of the risk of delivery time and quality of the materials. Purchase decisions should not be based on the purchase price alone. **In addition to the APUS Bookstore, various purchasing options are listed below. For courses using e-books, students who prefer a hardcopy text can purchase one from the bookseller of their choice.**

## E-book Sites

- [Ebooks.com](http://Ebooks.com)
- [VitalSource](http://VitalSource)

## New and Used Textbook Rental and Purchase Sites

The following vendors provide new and used texts.

*NOTE:* Please exercise good judgment when purchasing from private booksellers by checking their peer ratings and finding their return and shipping information before placing your order.

- [Alibris](http://Alibris)
- [Amazon.com](http://Amazon.com)
- [Barnes & Noble](http://Barnes & Noble)
- [Chegg.com](http://Chegg.com) (textbook rentals)
- [Ebay.com](http://Ebay.com)
- [Textbooks.com](http://Textbooks.com)
- [ValoreBooks](http://ValoreBooks)

# Course Materials Allowance

APUS provides a course materials allowance to eligible Title IV Federal Student Aid (FSA) students by the 7<sup>th</sup> day of each semester in order to help these students obtain the required course materials as soon as possible.

## Eligibility Requirements

To receive the allowance, you must meet all of the below criteria:

- Be eligible for Title IV (FSA)
- All requirements for receiving FSA, including a confirmed financial aid package, must be completed 10 days before the semester
- Have a calculated Title IV FSA credit balance (based on enrollment) assuming Title IV FSA funds disburse

Note: The allowance (voucher or check) is an advancement of funds charged against anticipated FSA credit balance funding.

## Eligible Master's and Graduate Certificate Students

If required course materials are not provided by APUS, you will be notified by email and provided to option to receive an advanced check.

## Eligible Undergraduate-Level Students

If required course materials are not provided by APUS, you will be notified by email and provided the option to receive an advanced check.

## Opting Out

You may opt out through a link provided in the email notification, or otherwise by not using the voucher or check.

Note: Under certain circumstances, the allowance may result in a balance due to APUS. Examples may be due to timing of processes, loss of FSA eligibility, dropped course(s), or failure to participate in all or some courses.

This policy is effective July 1, 2016.

# Audit Student Course Materials

All audit students are responsible for acquiring their own course materials. They may acquire their materials from the bookseller of their choice. To be sure that the correct materials are purchased, an email should be sent to [Booklist@apus.edu](mailto:Booklist@apus.edu) for confirmation.

# For Master's and Graduate Certificate Students

To minimize out-of-pocket costs, active-duty servicemembers, their spouse/dependents, National Guard members, and Reservists receive a master's-level book grant. This provides no-cost textbooks and ebooks for master's-level courses to active-duty servicemembers, their spouse/dependents, National Guard members, and Reservists. Local customs and delivery fees are the responsibility of the student, unless approved for an exception to policy. The grant covers ebooks, not hard-copy textbooks, unless there is no ebook available for your course. Although master's and graduate certificate students not eligible for this grant are responsible for acquiring their own course materials, APUS strives to minimize such costs. Items may be purchased from the vendor of the student's choice. Further information regarding course materials can be found at <https://apus.libguides.com/bookstore/graduate>.

## Course Material Confirmations

Master's and graduate certificate students should contact [booklist@apus.edu](mailto:booklist@apus.edu) to ensure they are purchasing the correct course materials. Materials may not be finalized until 30 days before the course start date. If students purchase incorrect course materials without contacting [booklist@apus.edu](mailto:booklist@apus.edu), they will not be reimbursed by APUS.



# For Undergraduate Students

## Book Grant

Required course materials and readings are provided through the APUS Book Grant at no cost to undergraduate students earning academic credit.

However, some software and/or lab equipment required for courses in our Electrical Engineering, Environmental Sciences, Natural Sciences, Health Sciences, and Information Technology programs are not provided through the undergraduate book grant and will need to be purchased by any student registering in those courses. Please visit the [Course Materials Guide](#) for more information prior to registration.

APUS has transitioned to the electronic medium and other technologies as they become available in the publishing and academic arenas. If a course uses electronic materials, they will be accessible via the classroom, the Trefry Library, on the Open Web or the VitalSource Bookshelf. Using online materials allows APUS to maintain the current registration costs for our students by eliminating shipping time and reducing material and delivery costs.

At the discretion of the University, overseas and shipboard students may be provided a hard copy book as well as the ebook format because of limited internet access time. There are certain APUS courses that are using ebooks regardless of the student's location that may not be ideal for all. Some of these courses use only online materials and no hard book is available. Some of the courses have both ebooks and hard books available. If an overseas student's situation does not allow for the use of ebooks due to deployed location, lack of internet or computer time at the Education Center, the recommended path is for the student to purchase the hard book if available.

In the event the student's mission requirements would be better suited receiving a hard copy, they must provide a statement from their unit First Sergeant or Commander and/or a copy of their deployment orders supporting the student's situation. The documentation should be sent to [ECM@apus.edu](mailto:ECM@apus.edu) for review and approval.

When registering for courses, overseas students should review the course material listed in the Schedule of Classes and also during the registration flow. It may be best for them not to enroll in a course using ebooks until they return to CONUS.

## Undergraduate Materials and Ordering

The APUS Undergraduate Book Grant provides course materials for undergraduate students earning academic credit. Further information can be found on the [Course Materials Guide](#).

**APUS provides ebooks and hard copy texts for APUS courses. Ebooks and online resources are provided via the classroom. Hard copy text or lab kit shipments may be placed by the Course Material Staff via sellers such as Amazon or directly from the vendors and sent to the shipping address on file.**

However, some software and/or lab equipment required for courses in our Electrical Engineering, Natural Sciences, Health Sciences, and Information Technology programs are not provided through the undergraduate book grant and will need to be purchased by any student registering in those courses. Please visit the [Course Materials Guide](#) for more information prior to registration.

Course material orders are processed daily once the student's registration fees (TA, FSA, check, etc.) have been received and is also based on the student's shipping address location. Please make sure to keep your shipping address current.

If you wish to purchase the hard copy version of any ebook or resources, you may do so through any bookseller when that format is available.

APUS will send an order confirmation notice to the student's email address on file when tracking information is available for hard copy shipments.

## **Email Address and Shipping Addresses**

It is VERY important that the student email address and shipping address are kept current at all times. The email address is the primary method of communication for your course material notifications. If your email address or shipping address changes after you register for classes and you have items that will be shipped to you, please email [ECM@apus.edu](mailto:ECM@apus.edu) to verify that we have the most current information on file.

## **Shipments to APO/FPO/DPO, International Addresses, and U.S. Embassies**

Students with APO/FPO/DPO and international shipping addresses should register for courses and submit TA documents as early as possible before the course start date to ensure that their course materials are ordered beginning 35 days before the course start date. Shipments to APO/FPO/DPO addresses cannot be expedited beyond USPS Priority Mail status. We are not able to track USPS shipments.

Course materials for new students will not be ordered until their registration payment has been received by the APUS Finance Department.

Shipments to U.S. Embassies will arrive at the Dulles sorting center within the normal schedule, however, they will then be sent via diplomatic pouch and arrival times will vary.

Local customs and delivery fees are the responsibility of the student, unless approved for an exception to policy.

## **Delivery**

Any physical/hard copy course materials will be delivered to the shipping address on file.

Please note: The online drop form must be submitted by 11:59 p.m. Eastern Time on the first Sunday of the course start week. The Course Drop/Withdraw form can be found in your ecampus under the Academic Plan & Forms menu, then under University Forms. If a student is unsuccessful in dropping the course electronically, the student must contact the Registrar at [registrar@apus.edu](mailto:registrar@apus.edu) or 877-755-2787, ext. 3600. During or after Week Two, there are financial and academic penalties associated with withdrawing from a course. These penalties are detailed in the Drop/Withdrawal Policy section of this handbook.

## **Course Material Reshipments**

Students will be responsible for keeping their email and shipping addresses current. Any duplicate course materials shipments sent because of an incorrect, incomplete, or out of date student mailing address will be covered financially by the student including the total cost of the course materials and shipping. It is the student's responsibility to replace lost or stolen course materials, course materials left in storage, or course materials damaged after receipt. The student must contact [ECM@apus.edu](mailto:ECM@apus.edu) and advise us of their need to replace course materials. Instructions on how to replace the course materials will be provided. Replacement costs are not APUS's responsibility, but we will assist the student in obtaining replacement course materials.

## **International Shipments**

Course materials shipments to international addresses are sent via USPS Global Express or UPS tracking number is provided in the shipment confirmation that is sent to the student's personal email address. Once the package leaves the U.S., the tracking information is not reliable.

# Returning Course Materials

## Shipped in Error

Students who wish to return course materials to due to an error in shipment should contact [ecm@apus.edu](mailto:ecm@apus.edu). Any exchanges, substitutions, credits, or refunds will be coordinated by APUS. Depending on notification time, it may not be possible to provide replacement course materials before the course start date.

## Students Dropping or Withdrawing from a Course

Undergraduate students who drop or withdraw from a course do not need to return their materials. If the student will be re-registering for the same course, they should hold onto the materials since duplicate shipments are usually not sent out.

## Necessary Computer Software

Prior to enrolling in any APUS course, students must have any software or hardware that is required to operate a computer for APUS courses. Necessary computer software and hardware is not considered course material.

Students who need additional software and hardware can view requirements on the [Course Materials Guide](#).

## Copyright Infringement

Students who use University resources (such as servers or networks) to illegally distribute copyrighted material face punishments up to and including dismissal.

The unauthorized distribution of copyrighted material is against federal law. Unauthorized distribution is that which lies outside any rights you have procured from the copyright owner or that falls outside the established doctrine of Fair Use. It includes any copyrighted works (such as text, movies, music, etc.). Peer-to-peer file sharing is also considered a violation of copyright law. Failure to comply with copyright law subjects the student to potential civil and criminal prosecution by the copyright holders or their designees.

# Necessary Computer Software

Prior to enrolling in any APUS course, students must have any software or hardware that is required to operate a computer for APUS courses. Necessary computer software and hardware is not considered course material.

Students who need additional software and hardware can visit the [APUS Bookstore Guide](#) and locate the software/hardware requirements for their courses.

# Copyright Infringement

Students who use University resources (such as servers or networks) to illegally distribute copyrighted material face punishments up to and including dismissal.

The unauthorized distribution of copyrighted material is against federal law. Unauthorized distribution is that which lies outside any rights you have procured from the copyright owner or that falls outside the established doctrine of Fair Use. It includes any copyrighted works (such as text, movies, music, etc.). Peer-to-peer file sharing is also considered a violation of copyright law. Failure to comply with copyright law subjects the student to potential civil and criminal prosecution by the copyright holders or their designees.

# How to Drop Your Course

The following information is included in this section:

- [Deciding Whether to Drop or Withdraw from Your Course](#)
- [How to Drop or Withdraw from Your Course](#)
- [How to Drop or Withdraw from Your Course - Audit Students](#)
- [Returning Your Books/Course Materials](#)
- [Appealing to Withdraw from a Course after Withdrawal Period Ends](#)

# Deciding Whether to Drop or Withdraw from Your Course

If you change your mind about taking a course, or if circumstances prevent you from completing a course in which you are registered, you may consider requesting a course drop or withdrawal. If you are having difficulty finishing a course due to unexpected time constraints, you also have the option of [extending the course](#) rather than withdrawing.

If you are an undergraduate student waiting for hard copy textbooks through the APUS book grant, you should always drop the course prior to the end of week one if you have not received your books by then. You won't be able to appeal for a tuition refund later based on late arrival of your books.

## Important Definitions

- **Course Drop:** Removal of a course from your schedule prior to the end of the first week of class.
- **Course Withdrawal:** Any removal of a course from your schedule after the end of week one using the online form provided.
- **End of Week One:** 11:59:59 pm Eastern Time of the first Sunday of the course.
- **Drop or Withdrawal Date:** This is the date you submitted the online "Drop/Withdrawal from Course" form, the date you contacted the Registrar's office with your official request by email or voicemail.
- **SAP (Satisfactory Academic Progress):** One measure used to determine eligibility for both federal student aid and for graduation. Withdrawals impact SAP, as they count against your maximum cap of 150% of courses attempted vs. courses successfully passed.

## Consequences of a Course Drop

- **Grades:** You will see a "DP" for the course when viewing grades inside the Records Menu area of the ecampus under My Academic Plan or My Academic Records under Grade Reports.
- **GPA (Grade Point Average):** Your GPA is not impacted.
- **Transcript:** If you have a transcript sent out, it will NOT show any record of the dropped course.
- **Refunds:** There is no fee for dropping a course, and you will receive a full refund of any tuition charge, although not of late registration fees.
- **SAP:** Classes you drop do not count as "attempted" in calculations used to determine eligibility for Federal Student Aid or for graduation eligibility.
- **Federal Student Aid:** Your eligibility for FSA funding may be decreased or lost if your course drop changes (reduces) your enrollment status. If your drop results in not completing a semester you were scheduled to attend, you may be considered withdrawn from the semester and subject to a Return of Title IV (R2T4) calculation.
- **Course Access:** You will no longer have access to a course once you drop it.

## Consequences of a Course Withdrawal

- **Grades:** You will see a "W" for the course when viewing grades inside the Records Menu area of the ecampus under My Academic Plan or My Academic Records under Grade Reports.
- **GPA:** Your GPA is not impacted.
- **Transcript:** If you have a transcript sent out, it will show this course with a "W" grade.
- **Refunds:** You will only receive a refund of the course based on the refund schedule, listed in the [How to Pay for Courses](#) section.
- **Military TA (Tuition Assistance):** If you use Military TA, you should contact your ESO or ACES Counselor for a military withdrawal approval first, as you may be responsible for paying the military back for any tuition not

refunded.

- **SAP:** Withdrawn courses **do** count as “attempted” in calculations used to determine eligibility for Federal Student Aid or for graduation eligibility.
- **Federal Student Aid:** Your eligibility for FSA funding may be decreased or lost if your course withdrawal changes (reduces) your enrollment status. If your course withdrawal results in not completing a semester you were scheduled to attend, you may be considered withdrawn from the semester and subject to a Return of Title IV (R2T4) calculation.
- **Course Access:** You will no longer have access to a course once you withdraw from it.



# How to Drop or Withdraw from Your Course

- Use the online “Course Drop/Withdraw Form” found under the University Forms Column on Academic Plan & Forms navigation menu of your student ecampus.
- You’ll need to submit a separate form for each course.
- If you do not currently have access to the Internet and need to drop or withdraw from a course, please contact [Registrar@apus.edu](mailto:Registrar@apus.edu) or call the university’s toll free number and ask to be transferred to the Office of the Registrar. In an emergency, including technical difficulties, we will honor the drop or withdrawal date as the date we received your voicemail or email in the Office of the Registrar.
- Informing a university staff member who is not part of the Registrar's office is not considered an official drop or withdrawal request.
- You will not be able to submit a withdrawal request if the last week of your course has already started, or if you are already on an approved extension of your course. See [Appealing to Withdraw from a Course after Withdrawal Period Ends](#).

# How to Drop or Withdraw from Your Course - Audit Students

Audit students will not receive any tuition refund for any course withdrawals. If you are registered for a course as an audit student and withdraw after week one, you will receive an X for the course and will not receive any tuition refund .

- Use the online “Course Drop/Withdraw Form” found under the University Forms Column on Academic Plan & Forms navigation menu of your student ecampus.
- You’ll need to submit a separate form for each course.
- If you do not currently have access to the Internet and need to drop or withdraw from a course, please contact [Registrar@apus.edu](mailto:Registrar@apus.edu) or call the university’s toll free number and ask to be transferred to the Office of the Registrar. In an emergency, including technical difficulties, we will honor the drop or withdrawal date as the date we received your voicemail or email in the Office of the Registrar.
- Informing a university staff member who is not part of the Office of the Registrar is not considered an official drop or withdrawal request.

# Returning Your Books/Course Materials

Please refer to [Course Materials](#) for more information on returning books/course materials .

# Appealing to Withdraw from a Course after Withdrawal Period Ends

The standard withdrawal period ends once the last week of your course has started. If you have special, unforeseen circumstances which require you to withdraw from the course after the last week has started, please contact the Office of the Registrar at [Registrar@apus.edu](mailto:Registrar@apus.edu) with an explanation of your circumstances in your email. The Registrar's office will let you know if they will need any documentation prior to approving your late withdrawal from the course. You must submit this request prior to the official end of your course.

If you are already on an extension or you have waited until your course has already ended, you will need to appeal for a Special Circumstance Withdrawal; there is no refund associated with a Special Circumstance Withdrawal.

## Special Circumstance Withdrawal Policy

- You are normally only allowed **one** instance of a Special Circumstance Withdrawal. One instance may involve more than one course if your courses were in session at the time of your special circumstance. Additional appeals may not be considered, but will be reviewed on a case-by-case basis depending on the nature of the circumstances.
- If you are approved for a special circumstance withdrawal, a grade of W will be posted for the course.
- If you paid for your course with military TA and your appeal is approved, you should contact your Education Service Officer (ESO). Your ESO or ACES Counselor must be informed of the withdrawal and is solely able to determine if you are eligible for a waiver of indebtedness for tuition assistance. You will be responsible for the non-refunded tuition amount if the military does not agree to waive the debt.
- If you paid for your course with federal student aid, your withdrawal could impact your financial aid award, as well as your potential eligibility for federal student aid. For more information, please see the financial aid pages on [withdrawals](#) and on [Satisfactory Academic Progress](#).

## Eligibility

This type of withdrawal may be requested if you experience a demonstrated prohibitive circumstance beyond your control that prevented you from completing or withdrawing from your course(s) by the deadline to do so. This type of request should be made infrequently throughout your academic career, and each request will be reviewed on a case-by-case basis. This withdrawal type is only applicable if you are in the last week of your course, your course has ended, or an extension has started.

## The Appeal Process:

- Submit your official appeal using the Academic Appeal Request form in the campus. It is located in the University Forms section.
- Documentation for your appeal must be attached to the appeal form. If it is too large to send, please contact [RegistrarAppeals@apus.edu](mailto:RegistrarAppeals@apus.edu).
- Appeals may not be submitted over the phone.
- Students can only petition to appeal within 12 months of the original course end date, not including previously approved extensions.
- All withdrawal requests will be decided within 30 days of receipt of all required appeal documentation.
- The decision for your appeal will be sent to the primary email address you have on your student record.

# How to get an Extension for Your Course

The following information is included in this section:

- [Extension Policies](#)
- [Appealing a Denied Extension](#)
- [Submitting Your Work During an Extension](#)
- [Extensions for Military Deployment and Other Special Circumstances](#)

# Extension Policies

An instructor is not required to approve a request for a first or second 30-day extension, so you shouldn't count on always being able to get an extension. For the longer special extensions, the approval will be based on the documentation provided, the length of time the actual circumstance covered, and your previous work in the course.

- Your instructor has 72 hours to make a decision regarding an extension request.
- If your instructor fails to respond to your correctly submitted request within 72 hours, please check the information within your e-campus, or contact [studentservices@apus.edu](mailto:studentservices@apus.edu) for assistance.
- Courses may be extended in two 30-day intervals for a maximum of 60 days.
- Extensions are always granted based on the original course end date, so the longest extension would be 60 days from the original course end date and not from the date your extension was approved.
- The deadline for submitting all work for an extension is 11:59:59 pm Eastern Time on the extension end date posted, so if the date is 02/24/2009, you have until 11:59:59 pm Eastern Time of the 24th to complete all course requirements.
- Regardless of when a student on extension finishes their course work, the instructor has until 8 days after the approved extension ends to submit a final grade. An instructor may post a final grade PRIOR to the official extension end date if all work has been submitted.
- If you don't complete the course requirements by the end of your extension, you will receive a grade for the course based on the work you completed, including a failing grade if appropriate, based on the grade and percentage of coursework you submitted in relation to the overall requirements of the course.

## Are You Eligible for an Extension?

- You must have successfully completed at least 50% of the coursework assigned at the time of your extension request.
- You must currently have an overall passing grade in the course; this calculation is only on work which has received a grade. Assignments that have not been submitted are not factored into your overall grade at the time of your request.
- You must articulate a reason for the request and provide a detailed course completion plan on the designated form.
- Meeting the above requirements demonstrates only that you are eligible to request a course extension and no approvals are guaranteed. Your instructor may decline the extension at their discretion and provide feedback regarding their decision.
- You can only request a second extension if you have completed a substantive amount of course work on any previously approved extensions as determined by your instructor.

If you do not meet the eligibility requirements above, but have an extreme circumstance such as deployment during the course to an area without internet access, serious medical issue, or other similar situation, you should read the section on [Extensions for Military Deployment and Other Special Circumstances](#).

## Deciding if a Course Extension is Right for You

If circumstances prevent you from completing all required coursework before the end of the course, you should consider all options before deciding to request an extension in a course.

Although extending a course is preferable to [withdrawing](#), there are consequences associated with an extension.

## Consequences of Taking a Course Extension

## Registration

If you have 2 or more courses on extension, you will be blocked from further registration until your open extensions are reduced to one. Also, if you are requesting an excessive number of extensions in your program, or have had to make use of a special circumstance or post course extension due to overextending yourself with other commitments, you may be restricted to part-time registrations.

## Graduation

Extending a course may impact your planned graduation date — all courses, including course extensions, must officially end prior to your planned degree conferral date. Once you are assigned a conferral schedule based on your requested course extension, we are not able to move you back to an earlier conferral.

## Future Registrations

If you have two or more concurrent extensions approved, and have future registrations that will begin prior to the end of your extensions, you may be dropped from these future courses if the basis of your extension request was due to being overextended in the demands on your time.

## Financial Aid

If extending your course overlaps an academic semester, and/or blocks you from further registration, this could have an impact on your financial aid. Also, once a course enters the extension period, it **NO LONGER** counts as a current enrollment, so this would impact your enrollment status for both financial aid awards and for loan deferments.

## Air Force Students

It will be your responsibility to submit your final grade report to your ESO for your course so any failing or Incomplete grade previously posted is updated in the AI Portal. Also, the Air Force will no longer cancel TA recoupment even if a final grade for an extended course is eventually posted. They now require any grade change to be submitted to them **before** 30 days from the **original course end**, so the Air Force will require recoupment for your extended course even if you do successfully finish it by the end of a 30-day extension if a previous final grade had been posted prior to your extension being approved. If you request and are approved for an extension that is longer than the Air Force allows from the original course end date, your TA for the course will be recouped by the Air Force regardless of your final grade.

## Withdrawing

If you extend a course, you may no longer have the option to withdraw online from that course once your extension has actually started. However, if you have a new circumstance that will prevent you from being able to complete your extension, you may appeal for a special circumstance withdrawal using the official Academic Appeal Request form in your campus under the University Forms menu.

## Final Grades

APUS does not allow Incomplete grades to remain on record permanently; so, any extensions that are still not completed by 30 days after the course end date will revert to a failed grade.

## How to Request an Extension

- You must submit extension requests using the online form which can be found in your e-campus under the Academic Plan & Forms menu, under the All Forms link. If you don't currently have access to the Internet and

need to request an extension, please contact [Registrar@apus.edu](mailto:Registrar@apus.edu) or call the university's toll-free number and ask for help submitting the online form.

- You'll need to submit a separate form for each course.
- You must submit a detailed work plan with your extension request showing exactly which date you will be submitting each outstanding forum, quiz, assignment, paper or test.
- You must request an extension BEFORE the course or your current extension ends.
- You can't request a course extension until the start of the second week of the course.
- Decisions are emailed to your email address on record, so you must remember to verify on the extension form that your email address is current before you submit the form.
- If you haven't heard back from your instructor after 72 hours, check the information regarding your course in your e-campus, as extension dates will show up there, or contact [studentservices@apus.edu](mailto:studentservices@apus.edu) to check on the status of the request for you.



# Appealing a Denied Extension

If you are turned down for an extension and believe you meet the eligibility requirements outlined above, you have the option to appeal the denial by submitting the official Academic Appeal Request form in your campus. The form is located under the Academic Plan & Forms menu under University Forms. Any appeals regarding extensions must be submitted in a timely manner and will not be accepted for review if you don't contact the Academic Appeals Department within 7 days from the date your extension request was originally denied

# Submitting Your Work During an Extension

You must contact your instructor and establish a completion plan for coursework during the extension to create a clear understanding with your instructor regarding expectations and due dates.

Each assignment is due on the date agreed upon with your instructor at the time the course extension was approved. Any assignment that is submitted after the agreed upon due date may be docked for credit or not accepted, and no work will be accepted after the course extension has officially ended.

You'll need to notify your instructor at their MyCampus email each time you upload any assignment in the classroom to ensure that it is graded.

If you have missed any quizzes or exams, you will need to notify your instructor when you are ready to take one of these during your extension, so that they will open this assignment up for you.

# Extensions for Military Deployment and Other Special Circumstances

If you currently have orders for military deployment for more than 30 days where you will have limited or no access to the internet, have a medical event that requires hospitalization or other long incapacity, have taken a direct hit from a natural disaster, have had a death in your immediate family during your course, or have an approved disability accommodation for these extensions, you can request a Special Circumstance Extension by submitting the **Course Extension (Special) Request Form** found under the OTHER FORMS menu. Unless you have an approved DSA award letter that includes waiver of documentation for extensions, you will need to submit supporting documentation of your special circumstance. All documentation should be submitted by uploading them with your submitted extension request form, including any approved DSA award letter if extension waivers are included on your letter. If you have any trouble uploading your supporting documentation with your Special Circumstance Extension Request Form, please email them to [extensions@apus.edu](mailto:extensions@apus.edu).

**Your extension request and your supporting documentation must be received by the Registrar's office PRIOR to the end of your course or within 3 business days, whichever is first. Any delay in submitting your documentation will cut into your potential extension time.**

## Specific Special Course Extension Information

Students who have experienced an extenuating circumstance that will result in a significant course absence, but who have made sufficient course progress, may be eligible for a Special Circumstance Extension for up to 90 days from the original course end date.

- No extensions are given for more than 90 days, and most approved extensions may be shorter depending upon the nature of your special circumstance.
- Documentation of your circumstances is required to be considered for a Special Circumstance Extension.
- All course extensions are based on days from the original course end date and not when the extension is approved.
- If your completion plan or circumstance does not support more than a 30- or 60-day extension, you will only be approved for that timeframe and no further extensions can be considered.
- Due to federal regulations, you may not be eligible for a special circumstance extension if you are using federal student aid and it overlaps an academic semester.
- If you have more than one incident of special course extensions on your record, you may be restricted to part-time status to reduce your course load.
- If you are approved for two or more concurrent extensions and have future registrations that start prior to the end of your extensions, your future registrations may be dropped to reduce your course load.
- The potential consequences and the extension policies of taking a special circumstance extension are the same as for standard extensions, so please make sure you have read the section on extensions above.

## How to Request a Special Circumstance Extension

- To request a **Special Circumstance Extension**, select *Course Extension (Special) Request Form*, which can be found in your ecampus under the Academic Plan & Forms menu, under the All Forms link. If you don't currently have access to the Internet and need to request an extension, please contact [extensions@apus.edu](mailto:extensions@apus.edu) or call the university's toll-free number and ask for help submitting the online form.
- You'll need to submit a separate form for each course.
- You must request an extension **BEFORE** your course or your current extension ends.
- You can't request a course extension until the start of the second week of the course.
- Correspondence is emailed to your email address on record, so you must remember to verify on the extension

form that your email address is current before you submit the form.

- You are required to send the Registrar's office a copy of official documentation which outlines your special circumstance (deployment orders, hospitalization record etc.). The form includes an upload section to attach your documentation; you should not submit this form without it.

If you have not received a decision on your extension request within two (2) business days, please contact [extensions@apus.edu](mailto:extensions@apus.edu) for a status update.

## How to use the SCE Form

When you submit the online form, including a brief reason for your request, you will be asked to complete the process by uploading your two supporting documents:

- **An uploaded copy of your official documentation:** a medical, military or legal document dated within the timeframe of missed coursework time, on official letterhead and signed by a professional.
- **An uploaded copy of your CCP** (course completion plan) which consists of a typed document listing missing assignments and new submission dates. Documentation and CCP must align with the time you are requesting.

All documentation needs to be submitted at the same time to prevent any system errors or delays in processing your request. If you receive a system error when you submit your form and are not sure it went through, please contact us at [extensions@apus.edu](mailto:extensions@apus.edu) for verification within one business day.

If you have any questions once your form is submitted, please contact [extensions@apus.edu](mailto:extensions@apus.edu) directly to ensure the quickest response.

If follow up documentations are requested, all updated supporting documentation and your Course Completion Plan (CCP) must be sent as attachments to [extensions@apus.edu](mailto:extensions@apus.edu) .

## Reminder

- Special Course Extensions are requested using the Course Extension (Special) Request Form and route directly to the Registrar's office for review.
- The standard course extensions using the Course Extension (30 Day) Request Form are routed directly to your professor for review.

## Eligibility for Special Circumstance Extensions

- You must have been attending the course and completing the assignments up to the point the special circumstance began based on the documentation submitted and have completed at least 50% of the work already due at the time of your request with a passing grade on the work submitted. This calculation is not limited only to work which has received a grade. Assignments that have not been submitted and have a grade of "0" are factored into your overall grade at the time of your request.
- You must have participated in the course and made progress towards course completion during any previous extensions granted.
- Your special circumstance must involve an unexpected military commitment, critical illness of yourself or a dependent, the results of a natural disaster, or some other exceptional one time situation, unless it is based on an approved disability accommodation.
- Contact with the instructor does not constitute a formal request for a course extension. Course extensions can only be acquired using the appropriate online form, or with contact to the Registrar's office if you have trouble doing so.
- No extension will be considered if the request is submitted more than 30 days after the original course end date and no student will be allowed more than one instance of having an extension request considered after the last day of the course unless this is allowed as part of a student's documented disability accommodations.

- If you are using federal student aid, a special circumstance extension could impact your financial aid award as you might be overlapping an academic semester. Please contact our FSA Help Desk at [Finaid@apus.edu](mailto:Finaid@apus.edu) to discuss the impact of an extension first.

## **Military Circumstances**

- Any circumstance that is based on ‘higher operational tempo’ or ‘expanded role at work’ is not sufficient for a special course extension. You should apply for a 30-day extension for any heightened workload issues.
- If your circumstance is for military deployment, training or transfer, the FIRST notification to you regarding this must be dated after the last day of the free drop period. If you were notified of this deployment, training or transfer prior to the end of the first week of the course, it is expected that you would drop the course.

## **Other Circumstances**

- If your circumstance is an accident, major illness, legal proceeding or death in the family, the dates of this uncontrollable circumstance must be after the end of the free course drop period. If this circumstance occurred prior to the end of the first week of the course, it is expected that you would drop the course or would not have been able to submit your required first week assignment.
- No extension will be approved for a circumstance that occurred or for notification that is dated after the original course end date unless you are already on an approved course extension, which will be impacted by the circumstance.

# Your Course Grades and APUS Transcripts

The following information is included in this section:

- [Final Grades](#)
- [Incomplete Grades \(Extensions\)](#)
- [Appealing a Final Grade](#)
- [Special Air Force Deadlines](#)
- [Failing Grades - Repeating Courses](#)
- [Failing a Master's Comprehensive Exam or Capstone Course](#)
- [APUS Grading System \(Chart\)](#)
- [Ordering and the Release of APUS Transcripts](#)

# Final Grades

Professors have until 8 days after the end date of the course or the end date of the course extension to post final grades. For each assignment during the course, your professor has 5 days for grading. Final course grades will be posted after the course ends.

If you are on an extension but turn in coursework early, your professor is still not required to post the final grade until 8 days after the extension end date. However, you may email your instructor to let them know that you have completed your work and see if your instructor is available to grade your work and post a final grade prior to your course extension ending.

If you need a grade report quickly, you can print an official Grade Report from your ecampus under the **MY ACADEMIC RECORDS** menu.

If you start an extension in a course and then do not submit all of the outstanding course work by the end of the extension, you will receive a final grade based on the coursework you submitted, including 0% scores earned for any work that was not completed.

# Incomplete Grades (Extensions)

An Incomplete grade of “I” is posted to your course as soon as your extension is approved. An "I" is not a final grade, and no “I” grade may stay on a student record permanently. Your professor will change the "I" to a final grade when your extension ends.

Your professor is not obligated to grade the course as soon as you submit your work but has until 8 days after the official course extension end date.

***Please note:***

- If you do not complete work on extension, your final grade will be posted and calculated based on both the work submitted as well as the work that is not completed.
- If your final grade is not posted within 8 days after the extension end date, please utilize the “Help” Button within your classroom so that the issue can be addressed appropriately.
- If you have 2 or more current "I" grades on record, you will be prohibited from registering online for any additional courses until your final grades have been posted and you only have one “I” grade on your record.
- Your Federal Student Aid eligibility may be impacted if you have courses with "I" grades.



# Appealing a Final Grade

If you believe that a final grade does not accurately reflect your coursework in a course, you must first contact your course instructor for possible resolution.

Only your final grade in a course or project may be appealed; appeals for individual assignments during an active course are not permitted. A grade appeal should be limited to specific charges of unfair action towards you and may not involve a challenge of your instructor's grading standard. You have the right to expect thoughtful and clearly defined approaches to course grading, but you must recognize that varied standards and individual approaches to grading are valid. A grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade your individual assignments or projects.

In your appeal, you will need to substantiate your claim that your final grade represents unfair treatment compared to the standard applied to other students. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by your instructor is to be considered final. In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

If you still wish to appeal your final grade, you may appeal your instructor's decision by requesting that an Academic Affairs Specialist open an official Grade Appeal. Your appeal must be submitted using the official campus appeal form and should include the written correspondence between you and your instructor regarding your initial request for a review of your grade. The Academic Affairs Specialist will send you a grade appeal questionnaire that must be completed before your grade appeal will be escalated to the Department Chair for review. All decisions regarding your grade appeal will be communicated via the Specialist to your email address on file. The form is located in the Academic Plan & Forms menu in the University Forms section.

- No grade appeals will be considered for individual assignments.
- No grade appeals will be considered for courses whose final grade was posted more than 90 days ago.
- No grade appeals will be considered that are not submitted in writing, either by email or letter.
- No grade appeals will be considered for students whose degrees have been conferred.

## Grade Appeal Process Walkthrough:

- Review your final grade with your instructor.
- Submit the Academic Appeal Request form in your e-campus.
- The Academic Affairs Specialist will contact you with additional information that may be needed to escalate your appeal.
- The appropriate Department Chair in your School will review the appeal and send a decision to an Academic Affairs Specialist within 30 days.

If your appeal is denied:

- Second Level of Appeal: You must resubmit your appeal to an Academic Affairs Specialist using the e-campus form, including your rebuttal for the Dean.
- Your School Dean will review the appeal and send a decision to an Academic Affairs Specialist within 30 days.
- Final Level of Appeal: You must resubmit your appeal to an Academic Affairs Specialist using the e-campus form and ask that your appeal be reviewed by the Office of the Provost.
- The Office of the Provost will review the appeal and send a decision to an Academic Affairs Specialist within 30 days.
- The decision of the Provost is considered final.

Questions regarding grade appeals may be directed to [academicappeals@apus.edu](mailto:academicappeals@apus.edu).



# Special Air Force Deadlines

The U.S. Air Force has regulations that require all grade changes to be submitted by you to their education office no later than 30 days from the date you are notified of reimbursement. An updated grade report can be emailed to [milta@reimb@us.af.mil](mailto:milta@reimb@us.af.mil) or you can take a copy of your grade report into your Education Office.

# Your Course Grades and APUS Transcripts

Students are eligible for a one-time course retake for a failing grade “F”. You may retake the same course if it is still offered at APUS or a course equivalency has been established for the curriculum.

APUS allows the opportunity for all undergraduate, master's, and graduate certificate students to retake a passed course, limited to one retake per passed course. The new grade, regardless of whether it is lower than the first attempt, will replace the previous grade earned in the student's GPA. The previous grade will show as “R” on your transcript. Students should contact academic advising at [advising@apus.edu](mailto:advising@apus.edu) to make the retake request for passed courses. Please note that not all funding sources will pay for your second passed retake, so please check with your funding source prior to registration.

## Retaking a Failed Course:

APUS now allows you one opportunity to retake a failed course and have your original failed grade forgiven from your GPA. The original failing grade will show as “R” on your transcript, and the previous failing grade will be removed from your GPA as long as you complete the course retake. However, you will still see your original failing grade on your personal online academic plan and on your individual online grade reports.

If you are an undergraduate student who fails ENGL101 or ENGL110 twice, you may be placed on academic suspension pending dismissal from the university. Please contact your Academic Advisor for additional assistance.

If you fail any other course required in your program twice, you will either be required to change your program or you may no longer be eligible to continue at APUS, depending upon your academic progression and if you have attempted too many courses to qualify for a program change.

## Prior to August 2008

- If the course start date for your retaken course was **prior to August 1, 2008**, the retake does not impact the original failing grade. Both failing grades will be displayed on the transcript and both will be incorporated into the GPA.

## August 2008 to April 2014:

- If the course start for your retaken course was on or after August 1, 2008, the retake removes the impact of the original failing grade on your GPA.

## On or After April 2014:

- Any courses starting in April 2014 or after, will only be allowed one retake.
- All failed attempts of the course prior to April 2014 will count as one failure, so as of April 2014, you will still have one attempt available to pass any previously failed course.
- If you fail a required course twice in your program, you will need to change your major to a program where that course is not required.

## Important Information:

- The course retake policy only applies if the exact course that you previously failed is still offered or if a course

equivalency has been established in the curriculum and University systems.

- This policy does not apply to Comprehensive Exam courses. Please see the next section of the handbook for the retake policy on these course types.
- Original failing grades of retaken courses will still be used to calculate SAP (Satisfactory Academic Progress) for financial aid and for the 150% rule of course credit attempted vs course credit earned for graduation eligibility.
- The retake policy does not apply to courses that you took in programs that you have already completed. For example, if you failed a course in your Associates program, and have already had that degree conferred, you cannot have the original failing grade forgiven in your GPA by retaking it now in your Bachelor's program.
- The Army does not follow AMU's course retake policy when it is calculating your overall GPA for TA eligibility. The Army's GPA is independent of a GPA with a soldier's home college. It is calculated by averaging the grades for each completed course in the soldier's Army Education records.
- **UNDERGRADUATE ONLY:** If you previously took a split science lecture/lab course combination, and failed one of the component courses, you will not be able to retake this science combination. You will need to take a different Science course selection to fulfill your GEN ED requirement. If the specific course you failed is a required course in your program, please contact your Academic Advisor to help you with this process.

# Failing a Master's Comprehensive Exam or Capstone Course

## Master's End of Program Requirements

For all capstone courses that begin after January 1, 2017, master's students must earn a B- (80%) or better on their capstone thesis/project/paper and a B- (80%) or better in their capstone course to pass the course. This policy aligns with the comprehensive exam, which also requires a B- (80%) or better to pass. Master's students must have at least a 3.0 GPA in order to graduate. Please see the [End of Program Assessment Manual](#) for more information.

## Consequences of Failing Your First Attempt at Your Comprehensive Exams

If you receive a FAIL grade for your first attempt at your master's comprehensive exam\*, you will be automatically blocked from registration until the reason for the failure is documented by the Office of the Registrar.

- Since you have failed the examination the first time, you will not be eligible to earn a grade of “Pass with Distinction” on the second examination. The highest grade possible for your second attempt of your comprehensive exam is a “Pass.”

Also, each of your comprehensive exam attempts will be a separate registration with a separate grade posted on your student transcript.

## Your Potential Options

You have the option of forgoing conferral of your degree. Upon request, an official letter will be provided confirming your GPA and semester hours completed toward the degree. Otherwise, you will have the options as outlined below depending upon the reason for your failing grade:

- If you failed because you didn't take the exam on time, you will be allowed to manually register through the Office of the Registrar for another attempt with a different faculty member or may be offered a 30-day extension to complete the course.
- If you failed due to substandard work, you will be allowed to manually register through the Office of the Registrar for another attempt with a different faculty member or may be given the option of taking the discipline's capstone course instead.
- If you failed because you did not adhere to the conventions of standard English grammar and/or formal academic writing expected at the graduate level, you may be required to complete the Graduate Writing modules prior to being allowed to register again for either another comprehensive exam attempt with a different faculty member or for the discipline's capstone course.
- If you failed due to any findings of plagiarism, you will need to appeal for another chance to take the comprehensive exam. You may do so by submitting the official Academic Appeal Request form in your campus, located in the Academic Plan & Forms menu, under University Forms.

## Consequences of Failing Your Second Attempt at Your Comprehensive Exam:

If you have failed the comprehensive exam twice\*, you are no longer eligible for degree conferral. Upon request, an

official letter will be provided confirming your GPA and semester hours completed toward the degree.

You do have the right to appeal for another attempt through the Academic Appeals department. All appeals must be in writing, must include a summary of the factors involved in your previous failed attempts, and must be submitted using the official Academic Appeal Request form in your campus. The Academic Appeals department will research and escalate your appeal and provide a decision within 15 days.

Your appeal for a third attempt may be denied, or you may be given one of the options listed above (including a proctored on-site retake, registration in the discipline's capstone course, or a requirement for the successful completion of Graduate Writing modules before you're allowed to register again for the comp exam course with a different faculty member.

If your appeal is denied, you may resubmit an official appeal form requesting review by the Provost. All decisions of the Provost will be considered final.

\*Excluding the Master of Public Health comprehensive exam

## **Consequences of a Failing Your First Attempt at Your Capstone Course**

If you receive a failing grade for your first attempt at your master's capstone course, you will be automatically blocked from registration until the reason for the failure is documented by the Office of the Registrar. A second attempt at your capstone course is not automatically approved.

### **Your Potential Options**

You have the option of forgoing conferral of your degree. Upon request, an official letter will be provided confirming your GPA and semester hours completed toward the degree. Otherwise, you will have the options as outlined below depending upon the reason for your failing grade:

- If you failed due to substandard work, you will be allowed to manually register through the Office of the Registrar for another attempt with a different faculty member or may be given the option of taking the discipline's capstone course instead.
- If you failed because you did not adhere to the conventions of standard English grammar and/or formal academic writing expected at the graduate level, you may be required to complete the Graduate Writing modules prior to being allowed to register again for either another comprehensive exam attempt with a different faculty member or for the discipline's capstone course.
- If you failed due to any findings of **plagiarism**, you will need to submit an official appeal request in your campus for another chance to take the capstone course. You may do so by submitting the Academic Appeal Request form in the University Forms section of your campus.
- Students who had at least a 3.0000 GPA before failing their Capstone course may be approved for a manual registration to retake the Capstone without the need to take another course to increase the GPA. As the retaken Capstone will replace the failing grade, students do not need to take an additional course to raise the GPA if failing the Capstone was the cause for the GPA falling below 3.0000.

## **Consequences of Failing Your Second Attempt of your Capstone Course:**

If you have failed your capstone course, or a combination of a comprehensive exam and a capstone course attempt, you are no longer eligible for degree conferral. Upon request, an official letter will be provided confirming your GPA and semester hours completed toward the degree.

You do have the right to appeal for another attempt through the Academic Appeals department. All appeals must be in writing, must include a summary of the factors involved in your previous failed attempts, and the official Academic Appeal Request form must be submitted to do so. The Academic Appeals department will research and escalate your

appeal and will provide a decision within 15 days.

Your appeal for a third attempt may be denied, or you may be given the option of another registration in the capstone course, or a requirement for the successful completion of the Graduate Writing modules before you're allowed to register again for your capstone course with a different faculty member.

If your appeal is denied, you may resubmit an official appeal form requesting review by the Provost. All decisions of the Provost will be considered final.



# APUS Grading System (Chart)

Your cumulative GPA at APUS is determined solely by the courses you have taken at APUS towards your current degree. If you change your major, your previous APUS courses will roll over into your GPA for your new major. However, if you graduate from a program, you would start over with a fresh GPA when you start on your next program. For example, your grades towards your conferred Associate degree at APUS do not impact your subsequent GPA in your Bachelor program.

Effective September 1<sup>st</sup>, 2015 (For all students who started NURS300 after September 1, 2015, and beyond), to pass the course and progress in the nursing program, students must achieve a final course grade of a 73% (C) or better. In the capstone course, NURS498: Senior Seminar in Nursing Studies, students must achieve a final course grade of an 84% (B) or better in order to pass the course and graduate from the nursing program.

Master's Courses: Any grade below “C” has been considered failing starting with any courses that began on or after **April 1, 2007**.

Master's End of Program Requirements: For all capstone courses that begin after January 1, 2017, master's students must earn a B- (80%) or better on their capstone thesis/project/paper and a B- (80%) or better in their capstone course to pass the course. If the course is using a binary grade the student must earn a PASS to demonstrate mastery of the material and course. This policy aligns with the comprehensive exam, which also requires a B- (80%) or better to pass. Master's students must have at least a 3.0 GPA in order to graduate. Please see the [End of Program Assessment Manual](#) for more information.

WP/WF grade designators are no longer used as of October 5, 2007.

Grade	Quality Points/ Grading Percent	Description
A	4.0/ 100 - 94	All: Very high quality, clearly above average work
A-	3.67/ 93 - 90	
B+	3.33/ 89 - 87	
B	3.0/ 86 - 84	Undergrad: Above average   Master's: Expected performance level <b>Minimum passing grade for NURS498</b>
B-	2.67/ 83 - 80	Master's: minimum passing grade for End of Program requirements
C+	2.33/ 79 - 77	
C	2.0/ 76 - 73	
C-	1.67/ 72 - 70	Undergrad: Below Average   Master's: Failing
D+	1.33/ 69 - 67	Undergrad: Unsatisfactory   Master's: Failing
D	1.0/ 66 - 64	Undergrad: Unsatisfactory   Master's: Failing
D-	.67/ 63 - 60	Undergrad: Unsatisfactory   Master's: Failing
F	0.0/ 59 - 0	Undergrad: Failing   Master's: Failing
P	NONE	Undergrad: Pass   Master's: Pass
PD	NONE	Master's Comprehensive Exam Only: Pass with Distinction*

PASS	3.0	Master's Capstone
FAIL	NONE	Master's Comprehensive Exam or Capstone
I	NONE	All: Incomplete
DP	NONE	Dropped
W	NONE	All: Withdrawn
WP	NONE	All: Withdrawn Passing
WF	NONE	All: Withdrawn Failing
X	NONE	Audit grade: No Academic Credit awarded
TC	NONE	Transfer Credit
PLA	NONE	Credit from review of Prior Learning Experience
R	NONE	Course No Longer Counted in APUS GPA as it was Retaken. However, the previous grade would still be counted by a third parties, such as the federal government for Financial Aid eligibility and by the military for calculating a GPA for TA eligibility.

\*Excluding the Master of Public Health comprehensive exam.

# Ordering and the Release of APUS Transcripts

To ensure accurate updates to your transcript, it is recommended that you observe a 24-hour waiting period before placing an order for your transcript. The waiting period should follow any of the following events:

- The posting of a final grade to your academic plan.
- The successful conferral of your academic program.
- The completion of your transfer credit evaluation.

## Ordering Instructions:

All requests for transcripts must be placed through your ecampus. In the event that you have forgotten your student ID or password, please refer to the following links or contact our Student Services team [StudentServices@apus.edu](mailto:StudentServices@apus.edu) or by calling 877-468-6268 ext. 4000.

Student ID Recovery: <https://login.apus.edu/padsts/ForgotUserID>  
Password Recovery: <https://login.apus.edu/padsts/ForgotPassword>

**Current Students:** Once you have logged in to your account, navigate to the Academic Plan & Forms tab, then under the University Forms column, select the Order APUS Transcripts link.

**Alumni:** Once you are logged in, navigate to the Alumni Services tab, then under the University Forms column, select the Order APUS Transcripts link.

You will be directed to our transcript ordering portal, where you will be prompted to create a Parchment Learner account. From there you will be directed through the ordering process.

Please contact [APUSTranscripts@apus.edu](mailto:APUSTranscripts@apus.edu) for further assistance.

## Fees:

- Unofficial eTranscript: \$5
- Official eTranscript: \$10
- Official Paper Transcript: \$20
- Expedited Paper Transcript: \$50

## Order History:

To check the status of a previously ordered transcript, select the Order Transcript button and proceed to the “My Account” on the Parchment website.

## Important Notes:

1. Paper transcripts are mailed the same date if the order is placed prior to 2:00PM ET, otherwise they are mailed the following business day.
2. You will not be able to order an unofficial or official transcript if one of the following is not true:
  - Completed an APUS Course
  - Withdrew from an APUS Course after the 1st week
3. You will not be able to order an official transcript if you have an Incomplete record status. You are required to

submit all your required admission documents listed in your Document Log to have a Complete record status. Please contact [Documents@apus.edu](mailto:Documents@apus.edu) for further assistance.

4. If you conferred multiple degrees in the Technical Management Program (Bachelors, Associates, and Undergraduate Certificate) you must email your request for a transcript to [APUSTranscripts@apus.edu](mailto:APUSTranscripts@apus.edu).
5. Occasionally military/government computers will prohibit the successful submission of transcript request. It is recommended that all transcript requests are submitted using a personal device connected to a personal internet connection. You will receive a confirmation email once your request has been successfully submitted.
6. Due to recent security upgrades on military and government servers, the email notification containing instructions and the link to download an etranscript may not be received. Please discuss with the recipient.
7. Upon completion of your Transfer Credit Evaluation for a new program, your updated TCE will not appear on your transcript until one of the following have occurred under the new program:
  - Completed an APUS Course
  - Withdrawn from an APUS Course after the 1st week

## Transfer Credit

Upon completion of your Transfer Credit Evaluation for a new program, your updated TCE will not appear on your transcript until one of the following have occurred under the new program:

- Completed an APUS Course
- Passed an APUS competency exam
- Withdrawn from an APUS Course after the 1st week

## Degree Conferrals

Degree conferrals will appear on your transcript only AFTER the actual conferral date of your degree. We cannot post conferrals prior to the official conferral date. It is recommended that students wait 24 hours after their conferral date to order a transcript to ensure the conferral date has been posted to the transcript.

## Transcript Display

APUS transcripts do NOT include any of the following information:

- Dropped courses (DP grades)
- Academic Probation
- Academic Suspension
- Notation of any Disciplinary Action
- Retaken course grades for courses that have been retaken after August 2008
  - These course grades will appear as “R” on your transcript but will continue to show as the original grade on your personal academic plan and individual grade reports in your student portal.

## Exceptions to APUS Transcript Release Policy

### Teachers Summer Workshop

One official transcript will be issued, at no charge, upon request if you are a student who has completed a course that falls under “Teachers’ Summer Workshop,” (for example, HIST680 – Special Topics) without requiring your admission record to be complete if these courses were taken under non-degree-seeking status.

# Military Portal Information

The Military Registrations Team can assist with grade inquiries, course information questions and degree completion reporting in the respective military portal listed below. Please contact us at 877-755-2787 for further assistance.

## Air Force Portal

Concern	Student Scenario	How to Submit Your Concern	Response Time
Invalid Grade in AI (Air Force)	If you are an Air Force student with a grade that is not valid posted in Air Force portal.	<a href="mailto:military@apus.edu">military@apus.edu</a>	1 business day
APUS Course Not Listed in AI Portal	If you are an Air Force student trying to register through the Air Force portal and don't see the offered APUS course you need.	<a href="mailto:military@apus.edu">military@apus.edu</a>	1 business day
Conferred Degree not Posted in AI Portal	If you are an Air Force student whose degree has been conferred by APUS but it isn't reflected in the Air Force portal yet and you are currently trying to register in a new program.	<a href="mailto:military@apus.edu">military@apus.edu</a>	3 business days

## ArmyIgnitED Portal

Concern	Student Scenario	How to Submit Your Concern	Response Time
Missing/Invalid Grade in ArmyIgnitED	If you are an Army student who needs an emergency posting of a missing grade in ArmyIgnitED.	<a href="mailto:military@apus.edu">military@apus.edu</a>	1 business day
Conferred Degree not Posted in ArmyIgnitED	If you are an Army student whose degree has been conferred by APUS but isn't reflected in the ArmyIgnitED portal yet and you are trying to register in a new program.	<a href="mailto:military@apus.edu">military@apus.edu</a>	1 business day

## Navy Portal

Concern	Student Scenario	How to Submit Your Concern	Response Time
Missing/Invalid Grade in NCMIS (NAVY)	If you are a Navy student who needs an emergency posting of a missing grade in the Navy portal.	<a href="mailto:military@apus.edu">military@apus.edu</a>	3 business days



# Your Graduation Process

- [General Graduation Information](#)
- [Certificate and Degree Combinations](#)
- [Transfer Credit to Complete Your Program Requirements](#)
- [Applying for Graduation](#)
- [Fees](#)
- [Program Review Process](#)
- [Shipping of Diplomas and Certificates](#)
- [University Honors Designation](#)
- [Latin Honor Designation](#)
- [Letters of Pending Graduation](#)

# Graduation Information

APUS confers degrees 6 times a year on the first day of the months of February, April, June, August, October, and December. If you are in a certificate program, APUS awards certificates on the first day of each month.

"**Conferral date**" is defined as the date on which your degree is officially awarded. Due to outstanding financial obligations, outstanding grade appeals, or established conferral schedules, you may actually complete your degree requirements before your degree is officially conferred.

To be eligible for conferral of your degree or awarding of your certificate program, you must:

- Have fulfilled all course requirements in your program.
- Have a GPA of 2.0 if you are in an undergraduate program or 3.0 if you are in a graduate program.
- Fulfilled all program requirements within the published program deadline.
- Completed all course requirements within 150% of courses attempted vs. courses successfully passed.
- Applied for graduation and passed all applicable audits.
- Have no outstanding balances.

**It is critical that you maintain an accurate email address and shipping address in your student record.** You will incur additional charges if we need to reship misdirected diplomas or transcripts due to a shipping address that is not valid. Your conferral could also be delayed if you are not receiving notifications of outstanding graduation process requirements.

## Transcripts

Your conferral date will not be reflected on any transcript you order until the conferral date has occurred regardless of when you received final clearance for your program.

*For more information on GPA requirements, program deadline requirements, or SAP requirements (150% rules), please see the *What to Know Before You Start Your Program* [Doctoral](#), [Masters](#) or [Undergraduate](#) section of the *Student Handbook*.*



# Certificate and Degree Combinations

## Stand Alone Certificate

The certificate review process begins when you submit the online Certificate Completion Application form. Certificates are awarded on the first of each month when processed separately from a degree.

Once you submit your Certificate Application, the following processes are triggered:

- **Academic Audit** - An Associate Registrar must review the student record and confirm that all certificate requirements for completion have been met.
- **Finance Audit** - The APUS Finance Office must confirm that the Student Account has no outstanding balance or monies owed.
- **Library Audit** - The APUS Librarian must confirm all books or materials reserved from the library have been returned to APUS and there are no outstanding fees.
- **Direct Loan Exit Counseling** - If you have used federal student aid to cover any portion of your college costs, you may be required to complete Direct Loan Exit Counseling. Our financial aid office will contact you by email to provide the link for exit counseling. Exit counseling provides important information you will need as you prepare to repay your federal student loan(s).

To be eligible for award of your certificate program you must have:

- Applied for the certificate.
- Fulfilled all course requirements in your program.
- A GPA of 2.0 if you are in an undergraduate program, or 3.0 if you are in a master's level program. If the passing courses do not meet the GPA requirement, you may take excessive courses to bring up the GPA; however, these courses would not be covered by TA, FSA or VA.
- Completed all program requirements within the published program deadline.
- Fulfilled all course requirements within 150% of courses attempted vs. courses successfully passed.
- No outstanding balances.

## Certificate Awarded before Degree

If you are pursuing a certificate in conjunction with a degree program, you may request to have the certificate awarded prior to the degree conferral. Please note, your certificate courses will be reviewed separately from your program and must meet the minimum 2.0 GPA as an undergraduate student or the minimum 3.0 GPA as a graduate student. If your certificate courses calculated separately do not meet the above GPA minimums, you will need to wait to have your certificate awarded during the degree conferral process. At that time, your degree and certificate courses will be evaluated together to determine your overall GPA, and both can be awarded once conferral requirements have been met.

## Certificate Awarded with Degree

Students who wish to have the certificate awarded in conjunction with the degree conferral should not apply for the certificate separately.

For combined certificate and degree programs:

- The certificate program review will be completed concurrently with the degree program academic review and will follow the same guidelines for the Program Review Process. A combined cumulative GPA for the certificate and degree courses of 2.0 GPA for undergraduate programs and 3.0 GPA for master's level programs are required for

award.

- Only certificate programs that students have officially declared and are listed on the academic plan can be awarded. If the certificate is not showing on the student's online academic plan in the student portal, students should contact their Academic Advisors immediately.

*For more information on combining a certificate with a degree program, please contact [Advising@apus.edu](mailto:Advising@apus.edu).*

# Transfer Credit to Complete Your Program Requirements

If you are nearing graduation and expect to use transfer credit to complete some remaining course requirements in your program, you must have your initial TCE completed before you apply for graduation.

All requests and official documents needed for TCE updates must be received *at least 60 days prior to your chosen conferral date*.

<b>For graduation on</b>	<b>All TCE documentation due no later than</b>
February 1 <sup>st</sup>	December 1
April 1 <sup>st</sup>	February 1
June 1 <sup>st</sup>	April 1
August 1 <sup>st</sup>	June 1
October 1 <sup>st</sup>	August 1
December 1 <sup>st</sup>	October 1

If documentation is not received on time, the academic review cannot be processed and you will be moved to the next conferral date.

# Applying for Graduation

## When to Submit

Students are encouraged to apply for graduation when they are 90% complete in their undergraduate program or 85% complete in their Master's level program. (Please see the Application Deadlines section, below, for specific deadline information. The link for the Graduation Application is located within the ecampus under the Forms Menu. The link will direct students through the application process, as well as payment of the [application fee](#).

## Applicant Information

- **Name on Diploma** - Your name on your diploma or certificate must match the legal last name APUS has on file. You may spell out your middle name, as well as add generational suffixes (Sr, Jr, etc.). No prefixes, ranks, or titles will be placed on the diploma.
  - In order to allow a different legal name on their diploma, you must contact the Record Updates Department at [recordupdates@apus.edu](mailto:recordupdates@apus.edu) for assistance with updating your name on file. Once updated, you may then proceed with applying for graduation, or contact the Graduations Office ([graduations@apus.edu](mailto:graduations@apus.edu)) to update your name if an application has already been submitted. All changes must be made before your conferral or certificate award date.

## Application Deadlines for Degree Conferral

Your Graduation Application must be requested at least 60 days prior to your projected conferral date. Please select a projected conferral date that is at least 9 calendar days after your last course end date. The instructor 8 day grading period should be considered when selecting a projected conferral date. An instructor has 8 days to post your final grade after your course ends. Instructors are not able to post a final grade for your courses prior to the course end date.

## Application Deadlines for Certificates

If you are in a stand-alone certificate program, you should submit your **Certificate Completion Application** as soon as your final grades are posted and all of the courses required for your certificate completion have been fulfilled. Applications for certificate programs must be received no later than the fifteenth of the month for awarding on the first of the following month.

Examples:

- For award on June 1, application due no later than May 15.
- For award on August 1, application due no later than July 15.

If you do not submit your application until after the 15<sup>th</sup>, your certificate award date will be moved to be a month after the first of the next month.

Please submit a “Certificate Completion Application Form”:

- Log into your student record and refer to top navigation bar.
- Select ACADEMIC PLAN and FORMS at the top navigation bar.
- Under UNIVERSITY FORMS tab, select All Forms
- Select “Certificate Completion Application Form”
- Complete all required information.

- Submit the form.

*Questions regarding the graduation application deadlines may be directed to [studentservices@apus.edu](mailto:studentservices@apus.edu).*

# Fees

There is a one-time, nonrefundable fee of \$150 per degree. The fee covers administrative costs associated with completing the graduation review, as well as printing and shipping your diploma.

The cost to apply for a certificate to be awarded is a one-time, nonrefundable fee of \$25 per certificate program. The fee covers administrative costs associated with completing the certificate academic review and the printing, processing, and shipping of certificates.

These fees are not covered by Military Tuition Assistance.

# Program Review Process

The program review process begins when you submit the online Graduation Application. Once you submit your Graduation Application, the following processes are triggered:

- **Academic Audit** – A Registrar Services Specialist III must review the student record and confirm that all program requirements for completion have been met.
- **Finance Audit** – The APUS Finance Office must confirm that the Student Account has no outstanding balance or monies owed.
- **Library Audit** – The APUS Librarian must confirm all books or materials reserved from the library have been returned to APUS and there are no outstanding fees.
- **Learning Outcomes Assessment** – If you are an Associate or Bachelor student, you might be required to complete an unproctored Learning Outcome Assessment (LOA). For detailed information about the LOA process, please visit the [Learning Outcomes Assessment website](#).
- **Direct Loan Exit Counseling** - If you have used federal student aid to cover any portion of your college costs, you may be required to complete Direct Loan Exit Counseling. Our financial aid office will contact you by email to provide the link for exit counseling. Exit counseling provides important information you will need as you prepare to repay your federal student loan(s).

If you do not have all clearances for graduation prior to your conferral date, you will be notified by email that your conferral has been moved to the next available date. Your final diploma will not be mailed until you complete all of the program audit requirements.

## My Graduation Information Online

You may track your graduation process in your online campus under “My Graduation Info.” The information in this section is updated once you apply for graduation. The information below will explain each of the fields listed under the graduation audit section.

- **Auditor:** The Registrar Services Specialist III will be with the student throughout the graduation process.
- **Projected Conferral Date:** This is the date selected by the student during the application process, identifying when they anticipate graduation from the American Public University System.
- **Declared Conferral Date:** This is the date that the Registrar Services Specialist III confirms as the conferral date the student is eligible for once the academic audit has begun.
- **Graduation Application:** Once the Graduation Application has been submitted electronically, the status will state, “Submitted“, and a date will post.
- **Academic Audit:** This field will remain blank until the initial academic review has been completed. Once the initial academic review is completed, one of the following statuses below listed:

## Status Definitions

- **Clear:** You have successfully completed all academic requirements for your current degree.
- **Grades Not Posted:** You have registered for all courses needed to complete the current degree; however, not all course grades have been posted.
- **Incomplete Grade:** You are currently on a course extension or have additional courses to complete your program.
- **Ineligible:** You failed final course requirement, or do not meet minimum GPA requirement for your degree.

## Finance Audit and Library Audit

These will be completed once you have been cleared academically for graduation. A status of “Not Clear” will show if you have an outstanding issue with any of these reviews. You will not be able to receive any transcripts or have your diploma shipped if you have any outstanding balance.

## **End of Program Survey**

During the first quarter of 2018, APUS began transitioning our End-of-Program (EOP) Survey from a graduation requirement to a *non-graded* required assignment in the ‘final course’ of each program.

If you have questions about your End of Program Survey, please contact [feedback@apus.edu](mailto:feedback@apus.edu) and include your Student ID so that we can look up your record and promptly assist you.

## **Learning Outcomes Assessment (LOA)**

If you are required to complete the LOA, you will be emailed directly from the assessment team within a week of submitting your Graduation Application. For detailed information about the LOA process, please visit the [Learning Outcomes Assessment website](#).

Once all graduation requirements have been successfully completed, you will be notified by email with your final clearance date.

*Questions regarding your LOA should be directed to [loa@apus.edu](mailto:loa@apus.edu).*



# Shipping of Diplomas and Certificates

Once you receive final clearance for your program, you will be scheduled to have your degree conferred or your certificate awarded during the next conferral or award date listed in the Application Deadlines section.

In order to receive final clearance, it is necessary to have cleared all audits on your graduation checklist. This includes:

- Academic Audit
- Financial Audit
- Library Materials Audit
- Any Required Learning Outcome Assessment
- Any Required Financial Aid Exit Counseling

## Diplomas

Within two weeks of your degree conferral, your digital diploma will be emailed to the primary email address on your student record. Within six weeks after your degree conferral, your 11"x14" diploma will be mailed to your mailing address on your student record. Please allow an additional 30 days for international shipments.

You may check the status of your diploma shipment by using the “track delivery” link located on your Parchment Award learner account. If you have not received your diploma within 6 weeks of your conferral date, please send an email to [Diploma@APUS.EDU](mailto:Diploma@APUS.EDU) for additional information.

### Diplomas contain the following information

- Your Student Name as you listed on the graduation application - Please Note: Only your legal name may appear on the diploma. No titles or ranks will be included. If your legal name has changed since applying to the school, you must update your student record by providing legal documentation of the name change to [RecordUpdates@APUS.EDU](mailto:RecordUpdates@APUS.EDU).
- The APUS institution you attended (American Military University or American Public University).
- Your degree program level and program name (Concentrations are not listed on the diploma).
- Your Honors designation. If you met the requirements for university honors in your program by June 1, 2019, “with Honors” will appear on your diploma. If you met the requirements for Latin Honors in your program, Latin Honors designation will appear on diploma in lieu of the university honors. Official transcripts for all honor designations will display “with Honors.”

## Certificates

Once your certificate is awarded AND you have passed all of the above record audits, your digital certificate will be emailed to the primary email address on record within two weeks of the date it is awarded. Your 8.5”x11” certificate will be mailed to your mailing address on your student record approximately six weeks after your certificate award date.

### Certificates contain the following information

- Your Student Name as you listed on the certificate application - Please Note: Only your legal name may appear on the certificate. No titles or ranks will be included. If your legal name has changed since applying to the school, you must update your student records by providing legal documentation of the name change to [RecordUpdates@APUS.EDU](mailto:RecordUpdates@APUS.EDU).
- The APUS institution you attended (American Military University or American Public University).
- Your program level and program name.

## Copies of the Diploma and Certificates

You may place orders for additional copies of your final diploma and/or certificate prior to or after your conferral date. The cost of each additional diploma and/or certificate is \$35. To place an order for an additional diploma and/or certificate, use the Additional Diploma Request Form located in the FORMS menu in your e-campus portal. Additional diploma and/or certificate orders will not be sent out until after your degree has been conferred. Payment should be submitted to [Stuaccounts@APUS.EDU](mailto:Stuaccounts@APUS.EDU).

If you are currently enrolled in a new program, but need to order an additional copy of a diploma and/or certificate from your prior program, please email [Graduations@APUS.EDU](mailto:Graduations@APUS.EDU) to request a PDF version of the Additional Diploma Request form. Contact [Stuaccounts@APUS.EDU](mailto:Stuaccounts@APUS.EDU) to submit your payment and return completed PDF form to [Graduations@APUS.EDU](mailto:Graduations@APUS.EDU). Additional diploma and/or certificate orders will not be processed until payment is received and the completed PDF form is returned.

## Diploma and Certificate Reshipments

You will be notified by email at the time of academic clearance and final clearance reminding you to confirm or update your email and mailing address on your student record.

If we need to reship your diploma or certificate because your mailing address in your student record was not current, please submit the Additional Diploma Request Form for reshipment of your diploma or certificate. You will be responsible for paying the \$35 fee, which will be used towards the cost of materials and reshipment.

Note: Please allow up to 6 weeks for processing AFTER we receive your payment confirmation. If your payment confirmation is received after the 4<sup>th</sup> of the month, please allow an additional 2 weeks for processing. A digital diploma or certificate is also provided with each additional diploma and certificate request order.

*Questions regarding the shipment of your diploma or certificate can be directed to [studentservices@apus.edu](mailto:studentservices@apus.edu).*

# University Honors Designation

Effective, June 1, 2019, American Public University and American Military University will no longer award the University Honors designation for any academic degree awarded. Any student who was awarded the university honors designation prior to June 1<sup>st</sup> will retain that designation on their conferred degree. Students pursuing Bachelor degrees will be able to earn Latin Honors if they meet the criteria. Please refer to the [Latin Honors section](#) in the Student Handbook for more information.

The date that you were admitted into your current program is what determines the requirements for university honors designation upon graduation. If you were disenrolled and readmitted, your program will follow the honors requirements current at your date of readmission.

## Associate and Bachelor's degrees

- Admitted *on or after* April 1, 2003 and conferred by June 1, 2019: cumulative GPA of 3.75 or greater results in graduating "with honors" noted on final transcript and diploma.
- Admitted *before* April 1, 2003 and conferred by June 1, 2019: cumulative GPA of 3.50 or greater results in graduating "with honors" noted on final transcript and diploma.

## Master's degrees

- Admitted before Oct 1, 1996 with Degree Path including a final Capstone Course: Grade of A on final course and GPA of 4.0 results in graduating "with honors" noted on final transcript.
- Admitted *after* Fall 1996 with a degree conferred prior to Nov 1, 2014 which includes a Final Comprehensive Exam: Grade of PD on Comprehensive Exam and cumulative GPA 3.75 or greater results in graduating "with honors" noted on final transcript and diploma.
- Admitted between Oct. 1, 1996, and April 30, 2011 with a degree conferred prior to Nov 1, 2014 which includes a Capstone/Practicum: Completing the Capstone Option or the Thesis/Practicum as a program requirement or in lieu of the Final Comprehensive Exam with a cumulative GPA of 3.75 or higher results in graduating "with honors" noted on final transcript and diploma. If you need to retake the final course requirement after an initial failure, you will not be eligible for honors designation, regardless of your final grade and GPA.
- Admitted on or after May 1, 2011 with a degree conferred prior to Nov 1, 2014 which includes a Capstone/Practicum: Completing the Capstone Option or the Thesis/Practicum as a program requirement or in lieu of the Final Comprehensive Exam with a cumulative GPA of 3.75 or greater with an A or above in the Capstone/Thesis/Practicum course results in graduating "with honors" noted on final transcript and diploma. If you need to retake the final course requirement after an initial failure, you will not be eligible for honors designation, regardless of your final grade and GPA.
- Admitted on or after Oct. 1, 1996 with degree conferred after Nov 1, 2014 and by June 1, 2019: Completing any master's degree option with a cumulative GPA of 3.75 or higher results in graduating "with honors" noted on final transcript and diploma.
- Students in any Master of Education program that conferred June 1, 2019 or earlier with a cumulative GPA of 3.75 or greater results in graduating "with honors" noted on final transcript and diploma.
- Please refer to the [Your Course Grades](#) section of the Student Handbook for detailed information.

*Questions regarding your GPA calculation or other honors factors may be directed to [Advising@apus.edu](mailto:Advising@apus.edu).*

# Latin Honor Designation

It is the standard practice across universities to only award Latin Honor designations to bachelor degrees. American Public University and American Military University started awarding Latin Honors during the August 15, 2012 conferral. The university has changed the way we award these designations over the years; the current standards, effective January 4, 2018, are outlined as follows:

- Summa Cum Laude: 3.9000
- Magna Cum Laude: 3.7000
- Cum Laude: 3.5000

Latin Honor Definitions:

- Summa Cum Laude: “With Highest Honor”
- Magna Cum Laude: “With Great Honor”
- Cum Laude: “With Honor”

Latin Honors are posted on official Transcripts and will be displayed on your diploma.

*Questions regarding your GPA calculation or other honors factors may be directed to [graduations@apus.edu](mailto:graduations@apus.edu).*

# Letters of Pending Graduation

If you need to verify your cleared graduation status due to an upcoming promotion board appearance, school admission, or other work-related circumstance, you may request a "pending graduation letter" as long as you have already submitted your **Graduation Application**. A **Letter of Pending Graduation** is accepted for most employment and/or promotion board purposes as confirmation of an upcoming graduation. The **Pending Graduation Verification Request Form** is located under the "Student Services" tab, then "Pending Graduation Verification Request Form" under "Graduation. A \$5 fee for processing is charged per request.

## Air Force Students Only

The **AFRS 1413 Form** serves as verification of completion of the degree. To initiate the request, students must submit their Graduation Application and the Pending Graduation Verification Request form located under the "Student Services" tab, then "Pending Graduation Verification Request Form" under "Graduation. A \$5 fee for processing is charged per request. Once the Pending Graduation Verification form has been submitted, the student must provide the AFRS 1413 form to [graduations@apus.edu](mailto:graduations@apus.edu).

*Questions regarding your letters of pending graduation may be directed to [graduations@apus.edu](mailto:graduations@apus.edu).*

# Applying for Another APUS Program after Graduation

We are always excited to learn of students who wish to pursue other degree programs at American Public University System. To enroll in another APUS program, we recommend that you contact your Academic Advisor for assistance during or after the completion of your final course in your current academic program or whenever you are ready to return.

## The Process

If you are currently in an APUS program, you may apply for a new program as soon as you have final clearance for graduation for your current program with APUS. In addition, if you reach your program deadline, a program add can move you to the new program and the program deadline starts over again. For students in violation of the Progress Towards Program Completion policy, a program add is not allowed into the same level unless you are within 12 months of your program deadline. If you are 90% complete in your program, a program deadline extension would be considered instead.

It is very important that you do NOT register for any courses for your new program until your Degree Change form has been processed and your new program is displayed for you as your online academic plan.

## Certificate to Degree

If you complete a certificate from the University and then decide to pursue a related degree, you may transfer any applicable courses that apply to the subsequent degree program. The courses transferred directly from a certificate completed will NOT count towards your maximum transfer credit cap.

## Degree to Certificate

If you completed a degree and would like to enroll in a related certificate, all previously-completed APUS courses for which you earned a passing grade, as well as any outside course credit, where applicable, will be applied as residential or transfer credit.

## Degree to Degree

If you completed a degree and would like to enroll in a subsequent program, the Transfer Credit department will automatically review your completed residential credit to determine what courses can be applied to your new program within 21 days from when you enroll in the new program. All applicable APUS credit for which you earned a passing grade will be considered residential credit and will not count towards the transfer credit maximums.

If you have previous transfer credit applied to your initial degree, it will also be reviewed when you enroll into the new degree program and completed within 21 days. Undergraduate credit with a grade of 'C' or higher is only applicable to undergraduate degree programs and graduate credit with a grade of 'B' or higher is only applicable to graduate degree programs.

In order to be eligible for a subsequent degree at the same level, you must meet these residential requirements:

- Associate students can pursue a subsequent associate program as long as they have five (5) unique courses to complete (based on a 60 semester hours degree) making 25% of the program unique.
- Bachelors' students can pursue a subsequent bachelors' program as long as they have ten (10) unique courses to complete (based on 120 semester hour degree) making 25% of the program unique.
- Master's student can pursue a subsequent master's program as long as they have five (5) unique courses left to

complete (based on a 36 semester hour degree) making 40%+ unique.

This policy holds true for any degree program complete at the same level even after the second degree.

## **Residential Credit Policy**

All courses completed at APUS, either through a conferred degree or expired program, will be considered Residential Credit for the student's current program as well as future programs where the courses are applicable. Residential Credit will not be counted towards transfer credit maximums and will not carry previously earned course grades, thus not impacting the grade point average in the subsequent program. The Initial Enrollment Date and Program Deadline for subsequent programs will be reset based on the first course completed in the new program.

Students wishing to earn an Associate's degree where all completed courses overlap with the requested Bachelors' requirements may not enroll in the requested program unless they enroll in a program where credentials may be earned along the way. If a student requests a change to an Associate's program, where all courses from a conferred Bachelor's degree or from an expired program overlap with the Associates degree, then they may not be eligible. Additionally, students may not earn duplicative degrees (example – Bachelor of Arts in Criminal Justice to Bachelor of Science in Criminal Justice or vice versa or Masters in Business Administration-General concentration to Masters in Business Administration- Accounting concentration or vice versa).

In order to enroll in a subsequent degree program at the same level, you must meet the residential requirements mentioned in the Degree to Degree section.

# Special Requests Information

Please see the table below with contact information for special requests. If you do not see contact information pertaining to your concern, please contact the Student Support Center at 877-755-2787 for further assistance.

Request Type	Student Scenario	How to Submit Your Request	Response Time
Course Reentry	If you dropped a course by mistake and wish to get back in the course.	<a href="mailto:registrar@apus.edu">registrar@apus.edu</a>	2 business days
Death Notifications	If you need to notify us of the death of a student.	<a href="mailto:regrecords@apus.edu">regrecords@apus.edu</a>	
Directory Information Block	If you wish to place or remove a Directory Information Block on your student record.	<a href="mailto:ferpa@apus.edu">ferpa@apus.edu</a>	3 business days
Do Not Contact Requests	If you wish to have APUS no longer contact you. This can only be if you are no longer an active student.	<a href="mailto:enrollments@apus.edu">enrollments@apus.edu</a>	1 business day
English Proficiency Tests	If you are a non-U.S. citizen required to submit official verification of your English proficiency and wish to have this waived.	<a href="mailto:admissionsdirect@apus.edu">admissionsdirect@apus.edu</a>	10 business days
Expulsion - Record Verification Department	If you were expelled for lack of identity verification documents by your given deadline in the Record Verification process, you can file an appeal up to 14 days after the date of dismissal.	<a href="mailto:RVAppeals@apus.edu">RVAppeals@apus.edu</a>	3-5 days
Expulsion - Student Conduct Basis	If you were expelled or are on suspension for falsification of financial aid/SAP appeal records or any other documentation provided to the university or appearing to be from the university, or due to student misconduct and wish to appeal to remain enrolled at the university.	<a href="mailto:conduct@apus.edu">conduct@apus.edu</a>	30 days
Financial Aid Eligibility	If you have lost federal student aid eligibility due to your GPA or excessive number of withdrawals and failures and you wish to appeal to have your eligibility for federal student aid reinstated.	Use the web form "Satisfactory Academic Progress Appeal Form" in your student ecampus.	5 business days after receipt of all required documentation
Late Course	If you wish to withdraw from your course after the final week		2 business



Withdrawals	has started but prior to the end of your course.	<a href="mailto:registrar@apus.edu">registrar@apus.edu</a>	days
Learning Outcome Assessment	If you are a graduating student who wants to request a waiver of taking the Learning Outcome Assessment.	<a href="mailto:loa@apus.edu">loa@apus.edu</a>	15 days
Letters of Pending Graduation	If you have been academically cleared for a degree at APUS and you need verification of this for a third party prior to your official conferral date.	Use the web form "Pending Graduation Verification Request Form" in your student ecampus.	3 business days
Maximum Course Load	If you wish to appeal to take above the maximum course load allowed or to appeal your current registration restriction of one course or part time.	<a href="mailto:registrar@apus.edu">registrar@apus.edu</a>	10 days
Name Change, Correct DOB or SSN	If you wish to have your name changed in your student record, or your date of birth or SSN corrected, you will need to send official documentation to support this change, such as SSN card or other government issued ID or document.	<a href="mailto:recordupdates@apus.edu">recordupdates@apus.edu</a>	3-5 business days
Syllabus Request	If you wish to see the syllabus on record for a course. This will not always be the syllabus currently in use so is only for purposes of course selection or for transferring APUS credit to another university.	<a href="mailto:syllabi@apus.edu">syllabi@apus.edu</a>	3 business days
TCE Award	If you wish to challenge your transfer credit evaluation results.	<a href="mailto:creditaward@apus.edu">creditaward@apus.edu</a>	30 days
TCE - Transient Letters	If you need a letter from us saying that we will accept a course you are taking at another college as transfer credit.	<a href="mailto:creditaward@apus.edu">creditaward@apus.edu</a>	10 days
SCEP Working Agreement	If you have a Student Career Experience Program working agreement that you need to have signed.	<a href="mailto:careerservices@apus.edu">careerservices@apus.edu</a>	2 business days

# Readmission to APUS

**Disenrolled Students:** If you previously were disenrolled after not taking courses for 12 months, or had voluntarily decided to leave the university, your academic status will display as **DISENROLLED** in your ecampus and you can apply to be readmitted by using the online form provided. This form is located within your ecampus by hovering over **ACADEMIC PLAN & FORMS** and clicking on the link for All Forms under the **UNIVERSITY FORMS** menu.

**Dismissed Students:** If you were dismissed from the university for any reason, including low GPA, your academic status will reflect the status and type of dismissal in your ecampus, and you will need to appeal for readmission by using the online form provided. This form is located within your ecampus by hovering over **ACADEMIC PLAN & FORMS** and clicking on the link for All Forms under the **UNIVERSITY FORMS** menu.

Please see more information in the [Adverse Actions and Appeals](#) sections of the handbook.

## Readmission after Disenrollment

You may apply to be readmitted by submitting the **Readmission Application** or **Degree Change Form** located under the **ACADEMIC PLAN & FORMS** dropdown under the **ALL FORMS** section of your ecampus. Once your request is reviewed, you will be sent an email within 3 business days outlining any remaining admission documentation that must be submitted before we can complete your readmission. You can review these documents within your Document Log by hovering over the “**ACADEMIC PLAN & FORMS**” tab, and select “**Document Log**” under the “**MY STATUS AND RECORDS**” column. This review will be based on the requirements published in the Student Handbook at the time you submit your readmission request.

Effective April 1, 2017, to verify the identity of and protect the privacy of APUS students, identity verification will be required of **all** students applying for readmission.

Identity can be verified by submitting the following documents:

- For non-military applicants: a color legible copy of a valid government issued photo ID such as a driver license, state ID or passport.
- For undergraduate military and veteran applicants: a government issued JST or CCAF; APUS will order the JST on behalf of the student.
- For master's military and veteran applicants in the Army, Navy, Marine Corps, or Coast Guard: a JST will be requested on your behalf.
- For master's military and veteran applicants in the Air Force: a legible color copy of a valid government issued photo ID is required.
- For graduates of public safety academies: academy issued documentation of completion of a post-certification program OR a legible color copy of a valid government issued photo ID (driver license, etc.).
- For international applicants: a legible color copy of a driver license, foreign military ID or passport.

Once readmitted, you will fall under the program requirements, admission and transfer credit policies as outlined in the APUS catalog at the time of your readmission. This may mean that the courses needed to complete your program have changed, which may require you to take additional courses in order to graduate.

**All Military Students and Veterans:** APUS requires that all current and prior military students submit a Transfer Credit Application, regardless of previous college experience, in order to maximize your transfer credit. APUS will obtain your Joint Services Transcript on your behalf for evaluation.

**All Veteran Students and Those Using VA Benefits:** Effective September 22, 2016, most students who are veterans or who use veteran's benefits to pay for tuition will be required to review, sign and send in a Veteran Student

Acknowledgement form prior to enrolling in courses. Veterans who are applying to doctoral programs are exempt from this requirement.

Please see the Student Handbook section on [Getting Admitted to APUS](#) for further details on current admission policies.

## What you need to know about Readmission

### Appealing Policy

If you were very far along in your program, and want to appeal university policy that would readmit you under the current catalog version, you must submit an official appeal requesting a Readmission Exception prior to submitting the Readmission Application in your ecampus. This appeal form is located in the University Forms section of your campus. We are unable to reset your program back to a previous catalog once you have been readmitted, so it is important that you appeal this **BEFORE** you make any form submissions to update your program or readmission. If you have already submitted the Readmission Application and it has been processed, you can no longer appeal this university policy. This information is also listed boldly on the Readmission Application. Failure to have read the instructions on the form before you submitted it does not constitute grounds for appeal of this published process, so make sure you read any forms before you submit them.

### Transfer Credit

If you previously had transfer credit awarded by APUS, or had already submitted a Transfer Credit Application, APUS will review all of your submitted transcripts again at no charge within 21 days of your readmission. *Questions regarding previous TCE awards may be directed to [creditaward@apus.edu](mailto:creditaward@apus.edu).*

### Program no Longer Offered and Changing Programs

You are unable to be readmitted into a program which is no longer offered at APUS. If your program is no longer offered or you are looking to return to a new program, submit a Degree Change Form located under the ACADEMIC PLAN & FORMS dropdown under the ALL FORMS section of your ecampus. Once you submit this form, your readmission request will automatically begin. *Questions regarding previous programs may be directed to [Advising@apus.edu](mailto:Advising@apus.edu).*

### Program Deadlines

If you have a program deadline that has already expired or will expire in less than a year, you'll need to arrange for a program deadline extension or a new program enrollment before the Readmission Application can be processed. *Questions regarding program deadlines may be directed to [Advising@apus.edu](mailto:Advising@apus.edu).*

### Certificates and Minors

You will not be able to sign up for a certificate and/or minor with your program during the readmission process. If you want to add a certificate or minor onto your degree program after being readmitted, you will need to contact your Academic Advisor who will help ensure that your selection will be approved by your School. *Questions regarding minors and certificates may be directed to [Advising@apus.edu](mailto:Advising@apus.edu).*

## You May Be Denied Readmission to APUS

- If you already attempted at least 6 semester hours at APUS and have an undergraduate GPA below 2.0 or 3 semester hours and have a graduate GPA below 3.0. Attempts include all W and all final grades A-F.
- If you had previous Code of Conduct violations on your record.

- If your previous academic record at APUS would not allow you to succeed in completing your degree within the 150% attempted vs. earned credits to be eligible for graduation.
- If you had an inordinate number of course drops, program changes, disenrollments, or financial aid cancellations on your previous record at APUS.
- If you were previously denied admission to APUS for any reason.

If you are denied readmission, or are not able to submit the Readmission Application due to your previous academic record, and wish to appeal, you should submit your official appeal using the Academic Appeal Request form in the University Forms section of your campus. All appeals will only be accepted in writing. Your appeal will be denied if your previous failing grades were due to not submitting any work in the classroom after the first week.

All appeal decisions will be sent to your primary email address on record. If your appeal is denied, you will have 30-days to request a second level appeal. If the second level request is not received within 30-days from original denial, the denial decision will be final. Any decision taken by an executive academic committee will be considered final. If you were previously denied for an appeal, you will no longer be eligible to appeal for further consideration of readmission.

## Readmitted under the Academic Probation Policies

If your appeal for readmission is approved and your GPA is below the required minimum, you will be reentering under the current catalog requirements and placed on academic risk or academic probation, and follow those policies, depending on how many courses you have attempted.

## Military Students and Readmission

In accordance with the Higher Education Opportunity Act of 2008, military students will be readmitted without academic penalty for having been absent from the university due to military service.

- This applies to any military students who are called to active duty/deployment for more than 30 consecutive days.
- This does not apply to students who are in current courses, as these courses should either be dropped or extended by the students to accommodate their deployment schedule.

To ensure your current place in your program is held if you are leaving the university for more than 12 months, military students need to:

- **Before Leaving:** Submit a Program Hold Request Form to let us know their intent to be absent by following the published process to go on **Program Hold** from the university-either by submitting the online form or by contacting the Registrar's office by phone or email to request us to process the Program Hold for them to entirely avoid being withdrawn from the university.
- Military students who have not taken courses for 12 months will be automatically placed on a Program Hold.
- **Upon Returning:** Submit a Program Hold Return Request form, which can be found in your e-campus by hovering over ACADEMIC PLAN & FORMS and selecting on All Forms under the UNIVERSITY FORMS menu. If you did not submit the Program Hold request, you should submit an official appeal using the Academic Appeal Request form to be readmitted as legacy to the previous catalog version of your program with a copy of your deployment or active duty papers. Military students who wish to be readmitted on their previous catalog despite not having informed the university of their absence must follow directions to NOT submit the standard Readmission form.

*For more general information regarding the readmission process, please contact [studentservices@apus.edu](mailto:studentservices@apus.edu).*

# APUS Student Code of Conduct

- [APUS Community Standards](#)
- [Standards of Student Conduct](#)
- [Jurisdiction of the University](#)
- [Prohibited Student Conduct](#)
- [Student Conduct Procedures](#)
- [Sanctions](#)
- [Appeals Process](#)
- [Prevention and Support Resources](#)
- [Student Code of Conduct Review Policy](#)

# APUS Community Standards

All students, faculty, and staff have the right to a safe, respectful learning environment that is free of harassment or any other disruptive behavior.

## APUS Community Honor Code

### APUS University Community Honor Code Statement

All members of the university community have the right to an experience that is courteous, welcoming, ethical, and professional. We practice inclusion, value diversity of thought, and uphold respect for all persons. We are all stakeholders in the institution and must work to achieve and abide by these standards.

Together we are APUS, American Military University, and American Public University. At all times we:

Accept responsibility for our actions.

Practice and promote academic integrity, inclusivity, and professional conduct.

Uphold the expectation of respect and dignity for all persons.

Serve as an active member of the university community, living our values.

### Honor Pledge

As a member of the American Public University System learning community, I understand and will abide by the University's policy of academic integrity as described in the Student Handbook and the University catalog. Furthermore, I agree to the provisions of the APUS Honor Code, and I will not engage in, condone, or assist others in any act of dishonesty, plagiarism, unethical research practices, or other personal or academic misconduct. I also understand that I am a member of the academic community, and my behavior reflects that community.

I understand that I will be subject to appropriate disciplinary and/or academic sanctions if I commit any violations of the University's academic integrity or conduct policies. Finally, I understand that my success, in part, is tied to abiding by these expectations.

### APUS Student Academic Integrity and Professional Conduct Policy

Members of the APUS learning community include faculty, staff, students, and alumni, all of which are considered representatives of the University. As such, their behavior inside and outside the classroom reflects that community. To ensure that the learning community is seen by others in a positive light, the University expects integrity within academic and non-academic contexts. The University, furthermore, reserves the right to investigate complaints made from internal and external parties on conduct violations.

Academic integrity refers to upholding and maintaining honesty and responsibility in scholarship inside and outside of the classroom. In this manner, academic integrity encompasses all scholarly activity carried out as part of academic work. Scholarly activities include, but are not limited to, engagement within the classroom, assignments, tests, quizzes, presentations, field-based assignments or work, and various forms of research.

At the American Public University System (American Public University and American Military University, herein referred to as APUS or University), the APUS Student Code of Conduct requires students to be honest in the submission of their scholarly work within and outside of the classroom. Examples of academic integrity include, but are not limited

to, submitting original work in the classroom, and providing proper attribution when drawing ideas from other sources, course discussions, or any other assignment or learning activity. In addition, academic integrity also encompasses research endeavors and would include abiding by Institutional Research Board (IRB) requirements when carrying out research on human or surrogate subjects, managing data responsibly/accurately, and representing research findings transparently in accordance with professional and research ethics. Additionally, academic integrity means respecting the intellectual property of APUS and not reposting or reusing course materials in ways that violate the University's Student Code of Conduct.

Failure to uphold academic integrity constitutes "academic misconduct." Academic misconduct encompasses behaviors that create an unfair academic advantage for oneself or disadvantage for others and include, but are not limited to, plagiarism (including self-plagiarism), cheating, falsification/fabrication, theft and/or damage to university intellectual property, facilitation of academic dishonesty, disturbances of learning environments (e.g., classrooms, library, webinars, etc.), and failing to abide by ethical research standards and University IRB requirements.

In addition to maintaining academic integrity, APUS students are also expected to maintain integrity through their professional conduct. Professional conduct refers to the acceptable behavior an individual is expected to exhibit while a student at the university. To uphold professional conduct means to act with honesty, integrity, and respect for others. Like professional organizations and bodies in many disciplines, the American Public University System expects APUS community members to behave with ethical and moral integrity, exemplary conduct, and respect towards one another. These expectations encompass both virtual settings and in-person contact. Additionally, some examples of professional conduct include considering and responding to alternative viewpoints respectfully, refraining from personal attacks and inflammatory language, representing oneself honestly in professional or academic activities and achievements, interacting with others with dignity and compassion, and generally maintaining an environment that is free of conflicts, antagonism, or disruptions. Additionally, some Schools and Programs within APUS provide handbooks and specific guidelines for professional and constructive dispositions when interacting with APUS community members.

APUS will not tolerate any forms of dishonesty and misconduct inside or outside the classroom; students will be required to adhere to the APUS Student Code of Conduct.

Campus Security - <https://www.apus.edu/student-handbook/university-policies-and-code-of-conduct/apus-consumer-information/campus-security.html>

Contact Information - <https://www.apus.edu/student-handbook/university-policies-and-code-of-conduct/apus-consumer-information/contact-information.html>

Equal Educational Opportunity Policy - <https://www.apus.edu/student-handbook/university-policies-and-code-of-conduct/apus-consumer-information/equal-educational-opportunity-policy.html>

Family Educational Rights and Privacy Act (FERPA) - <https://www.apus.edu/student-handbook/university-policies-and-code-of-conduct/apus-consumer-information/family-educational-rights-and-privacy-act-ferpa.html>

Harassment, Discrimination, and Retaliation Policy - <https://www.apus.edu/student-handbook/university-policies-and-code-of-conduct/apus-consumer-information/harassment-discrimination-and-retaliation-policy.html>

Review of Records - <https://www.apus.edu/student-handbook/university-policies-and-code-of-conduct/apus-consumer-information/review-of-records.html>

University General Grievance Procedure - <https://www.apus.edu/student-handbook/university-policies-and-code-of-conduct/apus-consumer-information/university-general-grievance-procedure.html>

Video Conference Policy - <https://www.apus.edu/student-handbook/university-policies-and-code-of-conduct/apus-consumer-information/video-conference-policy.html>

# **Standards of Student Conduct**

In keeping with the APUS Honor Code, students must uphold the principles of academic integrity and professional conduct.

Academic integrity refers to upholding and maintaining honesty, ethical practices, and responsibility in scholarship or academic work inside and outside of the classroom.

Professional conduct refers to upholding and maintaining honesty, integrity, and respect for others while a student at APUS or while participating in any University-sponsored or affiliated activities, and when representing the University at any external event.

## **APUS Statement of Desired Student Community Behavior**

Students complete and submit their own academic work without unfair advantage; behave honorably, collegially, and professionally; respect the dignity, beliefs, and property of others; and encourage such behavior within the APUS community.



# **Jurisdiction of the University**

The Student Code of Conduct shall apply to conduct that occurs on any University premises, or at any University-sponsored activities, whether in-person or online, including courses, personal and group communications, clubs and organizations, and University social media. Conduct includes any behavior that affects the University and/or the pursuit of its objectives. Jurisdiction under this policy applies to students who are registered or enrolled for credit or non-credit bearing coursework, whether full or part-time status, students who are participating in APUS sponsored programs or activities, and those who are maintaining an ongoing relationship with APUS. An ongoing relationship includes students who are on an approved program hold but who are not registered or taking classes at the time of the complaint being filed. The Student Code of Conduct applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

# Prohibited Student Conduct

The following conduct disrupts the educational environment of the University and will not be tolerated.

## Academic Misconduct

Academic misconduct is a failure to uphold academic integrity and encompasses behaviors that create an unfair academic advantage for oneself or others, or a disadvantage for others. These include, but are not limited to, plagiarism, wrongful reuse of work, cheating, falsification/fabrication, facilitation of academic dishonesty, abuse of APUS intellectual property, and failing to abide by ethical research standards and University IRB requirements. The reuse of work is considered wrongful and a form of academic misconduct when it is done without prior approval because it is an intent to deceive (which is a form of academic dishonesty) by falsely presenting all or a portion of a work previously created for one purpose as original work produced for another purpose. The wrongful reuse of work provides a student with an unfair academic advantage by allowing them to receive undeserved academic credit multiple times for the same academic work. Wrongful reuse of work is prohibited by APUS because, in most cases, it circumvents the learning process by using knowledge already acquired in place of knowledge intended to be discovered and/or acquired within the situation of a given learning experience (assignment, course, etc.).

APUS supports and promotes academic honesty and personal integrity. Any form of academic dishonesty has no place in higher education. APUS does not tolerate dishonest efforts by its students. Students who are guilty of academic dishonesty and students who knowingly assist another student in dishonest behavior are equally responsible. The following behaviors all constitute academic misconduct:

### Cheating

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question. Examples include, but are not limited to, the following:

- allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service,
- inappropriate use of Artificial Intelligence (AI) to generate content as defined by course instructions,
- purchasing test solutions and sharing test solutions in a public area
- wrongful reuse of work,
- collaborating on an exam or assignment with any other person or AI provider without prior approval from the instructor,
- doing academic work for another person and allowing that person to represent the work as their own

### Facilitation of academic dishonesty

Facilitation of academic dishonesty refers to the use, publication, representation and/or other dissemination of APUS materials and content to any third-party without the permission of the university. Examples include, but are not limited to, the submission of APUS or student content to websites (including term-paper services), gaining unauthorized access to another student record or classroom, or providing unauthorized access to a student record or classroom to a non-student.

### Inability to Establish Identity of Individual Submitting Coursework

Inability to Establish Identity of Individual Submitting Coursework is a form of cheating wherein APUS determines that the student who is officially enrolled in a course is not the person who is completing and submitting the coursework.

## Plagiarism

Plagiarism is the adoption or incorporation of another's ideas without proper attribution of the source. It is more simply defined as taking the writings of another person or people or content generated by an Artificial Intelligence provider and representing them to be one's own. Plagiarism may include text mining, defined as weak paraphrasing or combining content from other authors whereby the ideas of the original author(s) are not clearly or formally documented. In addition, it is plagiarism to keep the same sentence structure and change a few words without providing proper attribution of the source. To avoid plagiarism, all should follow the accepted practices of academic writing when summarizing, paraphrasing, and quoting.

## Research misconduct

Research misconduct includes the following actions that deviate from ethical practice:

- *Failure to receive Institutional Review Board (IRB) approval* when conducting human subjects research, including but not limited to, interviews and surveys, without the appropriate review and approval by the IRB.
- *Falsification of data* is deliberately changing any form of evidence in such a way that it substantially affects its usefulness.
- *Conflict of interest* occurs when an individual serves or represents two distinct entities and neglects or breaches a duty to one entity to benefit the other; or when a person uses their position with one entity to advance a personal gain or the gain of another entity.
- *Fraud and misrepresentation* are deliberate attempts to deceive others to secure unlawful or unfair advantage. This category of misconduct includes providing false or misleading information to or intentionally deceiving coauthors, granting agencies, editors, or other interested parties regarding the results or the status of a research project.
- *Noncompliance* is failing to comply with the published regulations of federal agencies, state agencies, the university, or granting agencies that support an individual's research.
- *Misappropriation of research funds* is any deliberate act or omission in the handling of research funds that violates university policy, or the policies of granting agencies, either state, federal, or private entities.

## Self-plagiarism

Self-plagiarism refers to submitting your own published work more than once for credit. Examples include published articles, content from books, field reports, etc. However, properly citing one's own published work in a publication is not considered plagiarism.

## Theft and/or damage to university intellectual property

Theft and/or damage to university intellectual property refers to the use, publication, or other dissemination to any third party of any other APUS student's information, coursework, or other academic contributions, without that student's consent. It also encompasses the use, publication, or other dissemination of APUS content to any third-party without the permission of the university. Additionally, theft includes the failure to return material loaned to any student by APUS staff or faculty.

## Wrongful Reuse of Work

Wrongful Reuse of Work or material refers to submitting your own work more than once without permission from current faculty. This includes submitting an assignment, forum post or discussion, or other work in its entirety, or a portion thereof, along with the reuse of the same research, including but not limited to journals, books, publications, etc. An exception to this would be the resubmission of a discussion post that introduces you to your peers and faculty.

- Original work - Student's first submission of work a student has created.

- Reused work - Work the student has previously submitted in the same or another class, to include work submitted at other institutions.

Appropriate reuse of work entails receiving permission from your faculty. For example, if a student wants to build out an idea presented in an assignment in one class and use it to develop their end of program thesis/project/assignment, they need to first gain permission from their current faculty prior to incorporating any previously submitted work into their current assignment submissions.

Any material not created explicitly for the assignment for which it is submitted must be approved at least one week in advance by the instructor. The decision is at the sole discretion of the instructor, is final, and cannot be appealed.

## **Professional Misconduct**

Professional misconduct encompasses behaviors that are disruptive, illegal, dishonest, or abusive.

## **Alcohol and Drug Use**

APUS prohibits the unlawful possession, use, sale, consumption, purchase, manufacture, and/or distribution of illicit drugs or alcohol by students, faculty, or staff on APUS property or at a APUS-sponsored activity or event. Prohibited conduct is subject to the sanctions and rights contained in this policy and other University policies and procedures. APUS may approve the consumption of alcohol at APUS-sponsored activities and events. Individuals consuming alcohol at an APUS-sponsored activity or event are expected to behave in accordance with usual business standards, applicable codes of conduct, company policies, and applicable law. See the [Alcohol and Drug Policy](#) section of the Student Handbook for more information.

## **Complicity**

Complicity is the act of helping, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Student Code of Conduct.

## **Cyber harassment**

Cyber harassment is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten one or more students, faculty, or staff, which occurs in the school setting or with the use of technology with an effect of doing any of the following:

- Substantial interference with a student's education;
- Creation of a threatening environment; and
- Substantial disruption of the orderly operation of the university.

Examples of cyber-harassment include, but are not limited to:

- Using the Internet, cell phone, email, or any other form of electronic communication to intimidate someone;
- Online (including via social media) personal verbal or written attacks;
- Offensive harassing messages;
- Publicly disclosing someone's personal information;
- Breaking into an account and sending damaging messages;
- Creating a fictitious online account using legitimate personal information and then placing damaging or harassing information in the account.

## **Cyberstalking**

Cyberstalking is threatening behavior or unwanted advances directed at another individual using the Internet and other forms of online and computer communications. Cyberstalking and cyber-harassment are prohibited, whether in the classroom, online, social networking sites, email, or any other form of electronic communication. The use of the University email server to send harassing messages to individuals outside of the University is also prohibited. See the [Harassment, Discrimination, and Retaliation](#) section of the Student Handbook for more information.

## **Disruption/Disturbances of Learning Environments**

Disruption/Disturbances of Learning Environments includes conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom, educational setting, or APUS-sponsored activity whether in-person or online. Disturbances in the learning environment may create an unfair academic advantage for oneself or a disadvantage for another member of the academic community. Disruptions may include disrespectful behavior, failure to comply with directives from University faculty or staff, badgering-type behavior wherein an individual is being excessively contacted, or any form of harassment or abuse.

## **Disrespectful Behavior**

Disrespectful Behavior is abusive or inappropriate behavior, which may include, but is not limited to, personal attacks, inflammatory usernames and/or images in online workspaces, perceived shouting within e-communications or in-person, using profanity or crude language, or engaging in discourse that does not meet acceptable standards of civility.

## **Failure to Comply**

Failure to Comply is failure to follow the directions of university faculty or staff or other official APUS representative while under the University's jurisdiction or resisting or obstructing University representatives.

## **Falsification/Fabrication**

Falsification/Fabrication includes the submission of any falsified APUS student information to any third party, including diplomas, transcripts, and registration information. This includes the submission of false or misleading information for malicious intent to university offices, to include a falsified or fabricated account of faculty engagement or behavior. It includes the submission of fraudulent information on a student or loan application, including any information provided in the application. Furthermore, it includes the submission of any falsified medical documentation, death certificates, or other third-party documentation for disability accommodations, Satisfactory Academic Progress (SAP) appeals, or appeals of academic dismissal. Furthermore, it includes the failure to supply upon request, appropriate or sufficient documentation to verify information submitted to APUS as part of any university process or procedure, including processes/procedures initiated while the individual completes the University's admission process.

## **Harassment**

Harassment is unwelcomed and disrespectful conduct and communication. Discrimination is any treatment - including harassment - based on a protected characteristic. The University does not engage in and will not tolerate harassment or discrimination based on sex, race, color, religion, national origin, age, marital status, veteran status, handicap, disability, or any other characteristics protected by applicable federal, state, or local law. See the [Harassment, Discrimination, and Retaliation](#) section of the Student Handbook for more information.

## **Hazing**

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person; or that willfully destroys or removes public or private property for the purpose of initiation, admission, affiliation, or as a condition for continued membership in any student organization. Any student organization that engages in, encourages, or permits hazing will be subject to disciplinary action.

## **Physical Abuse**

Physical Abuse includes, but is not limited to, physical assault; threats of violence; rape, sexual assault, sex offenses, and other conduct that threatens the health or safety of any person.

## **Retaliation**

Retaliation is the use of intimidation, threat, coercion, or discrimination against any person for the purpose of interfering with their rights and privileges as an APUS community member in accordance with the University's Harassment, Discrimination, and Retaliation policy. See the [Harassment, Discrimination, and Retaliation](#) section of the Student Handbook for more information.

## **Sexual, Racial, and Other Forms of Harassment**

Sexual, Racial, and Other Forms of Harassment includes conduct that is so severe and/or pervasive, and objectively offensive that this harassment substantially impairs a person's access to APUS-sponsored activities or programs. As a result of this harassment, the person is effectively denied equal access to the University's resources and opportunities based on the person's identity, including, but not limited to, race, color, national or ethnic origin, sex, religion, age, sexual orientation, gender identity, marital status, military/veteran status, physical or mental disability, or perceived membership in any of these classifications. See also the Title IX policy at [AMU](#) and [APU](#) for the definitions of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

## **Solicitation**

APUS prohibits all types of solicitation in working areas during working time to include:

- Solicitation from students towards APUS staff or faculty.
- Solicitation by students in the classroom, on the web, or by contacting other students, faculty, or staff via any means of communication.

Violation of the University's solicitation policy may result in immediate disciplinary action. The only exceptions to this policy are "flyers" for activities or charitable causes sponsored by APUS, which may be distributed without prior approval. See the [Solicitation](#) section of the Student Handbook for more information.

## **Stalking**

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others, or (b) suffer substantial emotional distress. As used in this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property; "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; and "reasonable person" means a person under similar circumstances and with similar identities to the victim. See also the Title IX policy at [AMU](#) and [APU](#).

## **Theft/Abuse of University Property or Electronic Resources**

Theft/Abuse of University Property or Electronic Resources refers to theft or abuse of the University's electronic resources such as computer and electronic communications facilities, systems, data, and services. Abuses include, but are not limited to, unauthorized entry, use, transfer, or tampering with the University's communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or using University resources to carry out illegal or unethical activities. This prohibited conduct

also includes theft, destruction, or damage to any University property, whether on campus or at a university-sponsored event.

## **Threatening or Terrorizing Behavior**

Threatening or Terrorizing Behavior means any written or oral statement, communication, conduct, or gesture directed toward any member of the APUS community which causes a reasonable apprehension of physical or psychological harm or death to self or others, or damage to property. It does not matter whether the person communicating the threat is able carry it out, or whether the threat is made on a present, conditional, or future basis. Communications that can be perceived as an indirect threat, or innuendo, are highly inappropriate and may also fall under the threatening or terrorizing behavior definition.

## **Wrongful Use of Platforms**

Wrongful Use of Platforms includes, but is not limited to, any deliberate attack on, destruction and/or taking of, or vandalism of University websites, networks, or other resources.

# Student Conduct Procedures

## Reported Infraction

Upon receipt of a student conduct complaint, the University will acknowledge the receipt of the report, then create and classify the case file as either Academic or Professional Misconduct.

Both Academic and Professional Misconduct violations typically follow a stepwise process for remediation (delineated below) unless the act is a flagrant violation of university policy. When a flagrant violation of university policy occurs, the University reserves the right to escalate the violation directly to the Student Conduct Board for sanctioning, which may include expulsion.

## Student Academic Misconduct Violations

Academic misconduct violations, also known as academic integrity violations, herein, are reported to the appropriate University Official who investigates the case using the documentation submitted by the complainant and determines the level of remediation required.

### Undergraduate Student Academic Integrity Violation Ladder

*1st Academic Integrity Violation:* Letter of misconduct issued with formal sanctions, notification of academic misconduct notation in student file, and an accountability package requirement. A hold may be placed on the student's account and will remain until the accountability package is completed.

*2nd Academic Integrity Violation:* Letter of misconduct issued with formal sanctions, notification of academic misconduct notation in student file, and an accountability package requirement. A hold may be placed on the student's account and will remain until the accountability package is completed.

*3rd Academic Integrity Violation:* Integrity hearing held with the Student Conduct Board. The student is given an opportunity to present a written statement that presents their case. The Student Conduct Board reviews all case materials including all prior violations. The Student Conduct Board issues formal sanctions up to and including expulsion.

### Graduate and Professional Student Academic Integrity Violation Ladder

At APUS, graduate and professional student culture is defined as a community of emerging scholars and practitioners who share a commitment to research and scholarly integrity along with a passion for engagement in the production of new knowledge and the application of that knowledge in innovative interdisciplinary contexts. As such, graduate students are held to a higher standard for academic integrity than undergraduates based on graduate expectations for academic rigor and appropriate use of sources. Graduate students are expected to practice academic integrity in all their work by appropriately crediting others' words and ideas and by avoiding any form of plagiarism.

*1<sup>st</sup> Academic Integrity Violation:* Letter of misconduct issued with formal sanctions, notification of academic misconduct notation in student file, and an accountability package requirement. A hold may be placed on the student's account and will remain until the accountability package is completed.

*2<sup>nd</sup> Academic Integrity Violation:* Integrity hearing held with Conduct Board. The student is given an opportunity to present a written statement that presents their case. The Student Conduct Board reviews all case materials, including all prior violations. The Student Conduct Board issues formal sanctions up to and including expulsion.



# Professional Misconduct Violations

Each case is investigated by the Office of Student Conduct which determines if the complaint has merit and then determines the level of violation. If the issue presented is not a code violation but has merit for concern, the student will be provided with educational accountability information.

Levels of violation:

- Level 1 violation: may include minor policy violations or egregious violations that leave little room for the misinterpretation of behavior;
- Level 2 violation: an egregious violation of the Student Code of Conduct where multiple violations are on record;
- Level 3 violation: an egregious violation of the Student Code of Conduct and grounds for immediate expulsion.

For each violation, the Office of Student Conduct conducts a formal investigation and remediates the situation.

*Level 1 Professional Misconduct Violation:* The student is informed of the report and code violation(s) if any. If the case has merit, the student may receive a formal warning, or the student may be formally sanctioned and issued an accountability package. A hold may be placed on the student's account and will remain until the accountability package is completed.

*Level 2 Professional Misconduct Violation:* The student is informed of the report and code violation(s). At this time, the student is offered an opportunity to explain their position/experience and submit additional documentation relevant to the case. The Office of Student Conduct carries out a formal investigation of the matter and additional evidence is collected as necessary. Following a formal investigation, the student is presented with formal charges and is asked to acknowledge their responsibility in the matter.

If responsibility is acknowledged, the Office of Student Conduct administers disciplinary sanctions.

If the charges are disputed, the Student Conduct Board is convened to review the case.

*Level 3 Professional Misconduct Violation:* The student is informed of the reports and code violation(s) and is removed from all courses and placed on suspension. At this time, the student is offered an opportunity to explain their position/experience and submit additional documentation relevant to the case. The Office of Student Conduct carries out a formal investigation of the matter and additional evidence is collected as necessary. Following a formal investigation, the student is presented with formal charges and is asked to acknowledge their responsibility in the matter.

If responsibility is acknowledged, the Office of Student Conduct administers disciplinary sanctions.

If the charges are disputed, the Student Conduct Board is convened to review the case.

## Student Conduct Board

The Student Conduct Board, referred to as Board, herein, is assembled from APUS administrators, faculty, staff, and designees from the School Dean's Office. During case reviews, Board membership will vary to ensure the review is equitable and impartial. From the assembled Board, a Board Chair will be identified. A quorum of any case review meeting of the Board will consist of a Chair, and five (5) Board members. The Dean of Graduate Studies and Research or designee will be present at all Board meetings for cases involving graduate or professional student academic integrity violations. The Board is convened at the request of the Office of Student Conduct to review cases.

## Student Conduct Board Review

When a Board review is required, the Office of Student Conduct compiles all reports, documents, and interactions with the student into a Student Conduct Board Review Packet (SCBRP). The Office of Student Conduct will:

1. Provide the student with a copy of the SCBRP
2. Provide the student with an opportunity to add additional relevant documentation within a specified timeframe, and
3. Provide the student a hearing notice with date, time, and committee members

The Board then reviews the completed SCBRP and renders a decision regarding the University code violation(s), and disciplinary sanction(s). The Board Chair, through the Office of Student Conduct, submits the decision to the student.

# Sanctions

Sanctions are penalties levied when students are found responsible for violating the APUS Student Code of Conduct. Sanctions may include, but are not limited to:

- Accountability Package (AP) - Task(s) and/or assessments a student must complete that serve to remediate the student conduct violation in question. AP items may include professional development modules (e.g., academic integrity, effective communication, and emotional intelligence), reflection papers or other written assignments, and/or professional coaching.
- Admission Denial - The denial or revocation of a student's admission to APUS. See: [General Admission Policies](#)
- Alcohol and Drug Sanctions - As applicable and consistent with local, state, and federal law, violation of this policy may result in university disciplinary action for an APUS student, up to and including, expulsion, along with a referral to law enforcement. APUS may impose one or more disciplinary actions and sanctions, including required participation in a substance abuse rehabilitation or treatment program at the cost of the individual, as a condition to continued enrollment with APUS.

Violators of this policy may be subject to criminal prosecution under local, state, and federal law. Controlled substance and misuse of alcohol laws vary by state and locality and may apply based on where the violation occurred. Federal criminal penalties may include, but are not limited to, penalties under the Controlled Substances Act (21 U.S.C. §§ 801 *et seq.*) and its implementing regulations, which can include fines, forfeitures, and imprisonment. Additional information is available from the [U.S. Drug Enforcement Administration](#). Also see the [Alcohol and Drug Policy](#) in the Student Handbook.

- Disciplinary Probation - A student may be placed on disciplinary probation when the student has not complied with previous documented sanctions (i.e., failure to complete an accountability package requirement) or altered their behavior, or when their behavior is particularly egregious. A student may attend classes while on disciplinary probation, however the student must work to complete any outstanding sanction requirements. Additionally, a student may be prohibited from participating in university-sponsored activities while under disciplinary probation.
- Disciplinary Suspension - While on disciplinary suspension, students are prohibited from enrolling in or attending classes and other university-sponsored activities for a specified period determined by the Office of Student Conduct
- Expulsion - The permanent removal of a student from the university. A student may be expelled for repeated documented offenses or for a one-time flagrant violation of university policy.
- Failure of Assignment and/or Course - Academic integrity violations may result in the student failing the assignment and/or failing the course.
- Involuntary Course Withdrawal - The withdrawal of a student from their course(s) when their continued enrollment in the course is perceived to create an unfair academic advantage for themselves or disadvantage to other students or are perceived to be a possible danger to other students or to themselves. Additionally, students under investigation for academic or professional misconduct may also be involuntarily removed from the classroom and may have a hold placed on further enrollment until the investigation concludes.
- Involuntary University Withdrawal - The removal of a student from the university if the student's continued enrollment is perceived to create an unfair academic advantage for oneself or disadvantage to other students or are perceived to be a possible danger to other students or to themselves.
- Legal Action - Only a duly authorized agent officially appointed by the President of APUS shall have the right, if deemed necessary, to initiate legal proceedings against a student for violation of public law in any University-sponsored site in which University property and/or vested interests are involved. See: <https://www.amu.apus.edu/student-handbook/university-policies-and-code-of-conduct/legal-action>
- Letter of Misconduct - A formal letter issued to the student, documenting the student's APUS Student Code of Conduct violation. A copy of the letter will be placed in the student's record and may be included in background investigation requests. A Letter of Misconduct on record will deem a student ineligible for inclusion on the Dean's list, President's list, or student honor societies.

- Plagiarism Notation - A formal notation of academic misconduct placed on the student's record. Plagiarism notations may be included in background investigation requests and may deem a student ineligible for inclusion on the Dean's list, President's list, or student honor societies.

# Appeals Process

## Student Conduct Appeals

Following the receipt of an adverse action or sanction, the student has seven (7) days to appeal the decision. The appeal is reviewed by the Board or appropriate academic leadership; individuals who review the appeal shall not have participated in the initial review of student misconduct.

If new factual evidence arises, the Board may consider a second review. The maximum appeal timeline is 12 months from the date of the decision; however, the university reserves the right to adjust the timeline based on the circumstances of the case.

# Prevention and Support Resources

## Alcohol and Drug Abuse

Alcohol and other drug abuse are a significant public health problem and has a detrimental effect on the community in terms of increased medical and workers compensation claims, medical disability costs, decreased productivity, theft, and absenteeism. Additionally, alcohol and other drug abuse pose significant health risks to individuals including addiction, permanent injury, and death.

The University encourages anyone who needs information related to alcohol or drug abuse to use directory information, online searches, the telephone book, or referrals from friends and/or professionals. At a national level, there are also organizations dedicated to providing information and support:

- **Substance Abuse and Mental Health Services Administration (SAMHSA)** - An agency of the US Department of Health & Human Services providing information online regarding alcohol, drugs, and treatment programs.
  - General Address: [www.samhsa.gov](http://www.samhsa.gov)
  - Specific Address for Treatment Programs: [findtreatment.gov](http://findtreatment.gov)
  - 1-800-729-6686
- **The National Clearinghouse for Alcohol and Drug Information** - Part of US Department of Health and Human Services & SAMSHA's Clearinghouse
  - <http://www.samhsa.gov/>
  - 1-800-729-6686
- **About.com Substance Abuse** - Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction.
- **National Institute on Drug Abuse**
  - General Link/Address: [www.nida.nih.gov](http://www.nida.nih.gov)
  - Specific Link/Address on Club Drugs: <https://www.drugabuse.gov/drug-topics/club-drug>
  - 1-310-443-1124
- Found under [APUS Alcohol and Drug Policy](#)

## Plagiarism Avoidance

To avoid plagiarism, a student must credit the sources used when writing an essay, research paper, or other assignment in accordance with the appropriate style manual (APA, Chicago, MLA, Bluebook, etc.) or format required in the course. Specific approaches to appropriate citation are found in writing style guides, which can be found in the Resources section of the Trefry Library.

## Mental Health & Wellness

The University aims to support the mental and emotional health of all our students. APUS offers a variety of resources related to supporting mental health. Students have access to the following:

### Chaplain Services

APUS Chaplains can provide students with techniques and tools related to stress, anxiety, substance abuse, suicide ideations, etc. University Chaplains provide a listening ear and can help students navigate university and local resources related to their specific needs. APUS students can work with the Chaplain Services Team for assistance, guidance, and

advice related to academic and/or personal needs. Chaplains can be reached at [chaplain@apus.edu](mailto:chaplain@apus.edu).

## **Counseling and Therapy Services**

All APUS students have access to sessions with licensed counselors and therapists via the Uwill teletherapy program. Students can sign up by [visiting the Uwill website](#) and creating a profile using their mycampus.apus.edu email address.

## **Additional Resources**

[Military One Source](#): Free, Confidential Face-to-Face Non-Medical Counseling

[Lifeline for Vets](#): Veteran Resources

NVF Lifeline for Vets – 1-888-777-4443

VA Suicide Hotline – 1-800-273-8255

National Suicide Hotline - 1-800-273-TALK (8255)

Stop Soldier Suicide - 1-800-273-8255 #1

Additionally, external wellness resources are provided via the Success Center, which is accessible via the online campus.

# Student Code of Conduct Review Policy

The University will review the Student Code of Conduct policies and data related to any disciplinary actions taken hereunder at least every two (2) years (i.e., in each even-numbered year) to determine the policy's effectiveness, to identify and implement any necessary changes, and to ensure sanctions are consistently and fairly enforced.

As part of its biennial review, the University will determine and document:

- The number of violations and fatalities that occur on University property or as part of any University-sponsored activity or event, and that are reported to University officials; and
- Of those reported violations and fatalities, the number and type of sanctions imposed by APUS.

APUS will make available upon request the results of the biennial review including the data and methods supporting its conclusions.

APUS will annually distribute this policy to students, faculty, and staff. In addition, during the year, APUS also will provide a copy of the policy to students who enroll and employees who are hired after the initial distribution for the year.



# APUS Consumer Information

An academic community is based on personal integrity and respect for others. APUS follows the letter and spirit of applicable federal and state laws pertaining to the administration of an institution of higher education (e.g., laws governing student records, equal opportunity, etc.) and adheres to the guidelines published by appropriate professional groups with respect to admissions procedures, required credentials of faculty, and business ethics. The following information is included in this section:

- [Alcohol and Drug Policy](#)
- [Campus Security](#)
- [Classified/Sensitive Material](#)
- [Contact Information](#)
- [Crisis Intervention Services](#)
- [Critique Faculty and/or Course Material](#)
- [Equal Educational Opportunity Policy](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Harassment, Discrimination, and Retaliation Policy](#)
- [Review of Records](#)
- [Solicitation](#)
- [State Agencies Higher Education Complaint Information](#)
- [Student Profile Picture Policy](#)
- [Third-Party Benefits for Employees](#)
- [University General Grievance Procedure](#)
- [Video Conference Policy](#)
- [Voter Registration](#)

# Alcohol and Drug Policy

Effective October 23, 2017

## Policy

APUS is committed to providing a safe, healthy, and productive working and learning environment for all students, faculty and staff. APUS prohibits the unlawful possession, use, sale, consumption, purchase, manufacture, and/or distribution of illicit drugs or alcohol by students, faculty or staff on University property or at a University activity or event. Prohibited conduct is subject to the sanctions and rights contained in this policy and other University policies and procedures.

APUS may approve the consumption of alcohol at APUS activities and events. Individuals consuming alcohol at an APUS sponsored activity or event are expected to behave in accordance with usual business standards, applicable codes of conduct, company policies, and applicable law. Failure to adhere to these expectations may result in disciplinary action and sanctions.

## Sanctions

As applicable, and consistent with local, state and federal law, violation of this policy may result in University disciplinary action up to and including termination of employment (if an APUS faculty or staff member) or up to and including expulsion (if an APUS student), and referral to law enforcement. APUS may impose one or more disciplinary actions and sanctions, including required participation in a substance abuse rehabilitation or treatment program at the cost of the individual, as a condition to continue employment or enrollment with APUS.

Violators of this policy may be subject to criminal prosecution under local, state and federal law. Controlled substance and misuse of alcohol laws vary by state and locality and may apply based on where the violation occurred. Federal criminal penalties may include, but are not limited to, penalties under the Controlled Substances Act (21 U.S.C. §§ 801 *et seq.*) and its implementing regulations, which can include fines, forfeitures and imprisonment. Additional information is available from the U.S. Drug Enforcement Administration: <https://www.dea.gov/drug-information/csa>.

## Prevention and Support Resources

Alcohol and other drug abuse is a significant public health problem and has a detrimental effect on the community in terms of increased medical and workers compensation claims, medical disability costs, decreased productivity, theft, and absenteeism. Additionally, alcohol and other drug abuse pose significant health risks to individuals including addiction, permanent injury, and death.

Our virtual campus does not enable us to provide onsite counseling or treatment. We encourage anyone who needs information related to alcohol or drug abuse to use directory information, online searches, the telephone book, or referrals from friends and/or professionals. At a national level, there are also organizations dedicated to providing information and support:

- **Substance Abuse and Mental Health Services Administration (SAMHSA)** - An agency of the US Department of Health & Human Services providing information online regarding alcohol, drugs, and treatment programs.  
General Address: [www.samhsa.gov](http://www.samhsa.gov)  
Specific Address for Treatment Programs: [findtreatment.samhsa.gov](http://findtreatment.samhsa.gov)  
1-800-729-6686
- **The National Clearinghouse for Alcohol and Drug Information** – Part of US Department of Health and

Human Services & SAMSHA's Clearinghouse <http://www.samhsa.gov/>  
1-(800) 729-6686

- **About.com Substance Abuse** - Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction.
- **National Institute on Drug Abuse** - General Link/Address: [www.nida.nih.gov](http://www.nida.nih.gov)  
Specific Link/Address on Club Drugs: <https://www.drugabuse.gov/drug-topics/club-drugs>  
1-310-443-1124

## Review

The University will review this policy and any disciplinary action taken hereunder at least every two (2) years (i.e., in each even-numbered year) to determine the policy's effectiveness, to identify and implement any necessary changes, and to ensure sanctions are consistently and fairly enforced.

As part of its biennial review, the University will determine and document:

- The number of violations and fatalities that occur on University property or as part of any University activity or event, and that are reported to University officials; and
- Of those reported violations and fatalities, the number and type of sanctions imposed by APUS.

APUS will make available upon request the results of the biennial review as well as the data and methods supporting its conclusions.

APUS will annually distribute this policy to students, faculty and staff. In addition, during the year, APUS also will provide a copy of the policy to students who enroll and employees who are hired after the initial distribution for the year.

# Campus Security

We are committed to a safe and secure campus facility for all students, employees, faculty, staff and visitors both within our online education system and the physical buildings. All of our campuses and classrooms are located on the world-wide web and in Charles Town, WV.

As required by the Clery Act, APUS publishes an annual security report containing certain university safety and security information and three years of relevant campus crime statistics (if any). The report is available at [Clery-Act-Annual-Security-Report](#). You may request a paper copy by emailing [consumerinfo@apus.edu](mailto:consumerinfo@apus.edu).

# **Classified/Sensitive Material**

Because of the sensitive nature of many of the subjects taught in this university, classified material or material considered sensitive to national security will not be used or discussed in APUS classes. Any student who believes that this policy has been violated or wishes to discuss related issues should contact their Department Chair or Academic Dean who will then forward issues to the Provost as necessary.

# Contact Information

If you are unsure where to send an issue, you may first check the section on [Appeals Information](#), or email the Student Support Center at [studentservices@apus.edu](mailto:studentservices@apus.edu) or call 877-755-2787.

## **Academic Appeals Department (non-financial classroom based issues):**

EMAIL: [academicappeals@apus.edu](mailto:academicappeals@apus.edu)  
FAX: 304-724-3786 or 304-724-0911  
Mail: APUS  
ATTN: Academic Appeals  
303 West 3<sup>rd</sup> Avenue  
Ranson, WV 25438

## **Registrar Appeals Department (non-financial program status based issues):**

EMAIL: [RegistrarAppeals@apus.edu](mailto:RegistrarAppeals@apus.edu)  
FAX: 304-724-3790  
Mail: APUS  
ATTN: Registrar Appeals  
303 West 3<sup>rd</sup> Avenue  
Ranson, WV 25438

## **Disability Officer: Julie Komisarcik**

PHONE: 304-885-5252  
EMAIL: [dsa@apus.edu](mailto:dsa@apus.edu)  
FAX: 304-724-0909  
Mail: APUS  
ATTN: Disability Services Office  
303 West 3<sup>rd</sup> Avenue  
Ranson, WV 25438

## **Student Conduct Officer: Jennifer McGuigan**

EMAIL: [Conduct@apus.edu](mailto:Conduct@apus.edu)  
Mail: APUS  
ATTN: Student Conduct Officer  
303 West 3<sup>rd</sup> Avenue  
Ranson, WV 25438

## **Title IX Officer: Caroline Simpson** **Title IX Deputy Officer: Michelle Newman**

EMAIL: [TitleIX@apus.edu](mailto:TitleIX@apus.edu)  
FAX: 304-724-0911  
Mail: APUS  
ATTN: Title IX Officer  
303 West 3<sup>rd</sup> Avenue  
Ranson, WV 25438

# Crisis Intervention Services

In accordance with West Virginia House Bill 2535, or Jamie's Law, APUS provides support to students who become affected by stress, anxiety, and/or suicide. Chaplain Cynthia Lindenmeyer is a seasoned counselor who has extensive experience working with service members impacted by Post Traumatic Stress Disorder. She can be reached at [chaplain@apus.edu](mailto:chaplain@apus.edu).

## Additional Resources

- [National Suicide Hotline](https://www.suicidehotline.org/): 1.800.273.8255
- [Suicide Awareness Voices of Education](https://www.suicideawareness.org/)
- [National Institute of Mental Health](https://www.nimh.nih.gov/)

# **Critique Faculty and/or Course Material**

All APUS students are provided the opportunity to comment on a faculty member and/or course material in the end-of-course critique. All critiques are confidential and student's identity will not be released without their expressed consent.

Students should complete the critique and submit it to APUS as soon as possible so that timely analysis may be conducted. APUS student critiques are essential in our academic and administrative improvement process.

In addition to the critique system, students may contact their Academic Dean or the Provost at any time with comments regarding any course in which they are enrolled, without fear of retribution. Comments should be temperate, factual and subject to independent verification.



# **Equal Educational Opportunity Policy**

This institution provides equal educational opportunity to persons of every race or ethnic heritage, and without regard to gender, religious beliefs, sexual orientation, age, handicap, or disability.

# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, requires institutions to notify students currently in attendance of their legal rights under FERPA with respect to their education records. At APUS, a student has rights under FERPA upon completion of Student Rights and Responsibilities.

At APUS, Student Rights under FERPA Include:

1. The right to inspect and review their own education records within 45 days of the day the University receives an access request. A student should submit a written request to the registrar identifying the education record the student wishes to inspect. The Registrar will arrange for access and notify the student of the time, format, and place where the records may be inspected. For more information on reviewing records, go to [Review of Records](#).
2. The right to request an amendment to an education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants amended, and specifying the reason for the request. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The final decision to amend the record resides with the University.
3. The right to require written consent before the University discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent (you may review FERPA Exceptions for Disclosure below). A student who wishes to grant access to a third party may complete a FERPA Release Authorization Form. Please email [FERPA@apus.edu](mailto:FERPA@apus.edu) to request the form. The form will only be released to the student not the third party.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## FERPA Exceptions for Disclosure Without Consent

The University discloses PII from education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for the University.

APUS defines the following as school officials:

- Personnel within APUS;
- A volunteer or contractor outside of APUS who performs an institutional service or function for which APUS would otherwise use its own employees and who is under the direct control of APUS with respect to the use and maintenance of PII from education records (for example and without limitation, legal counsel, auditors, third-party contractors or collection agents); and
- A person serving on the Board of Trustees.

FERPA also permits the disclosure of PII from education records, without consent of the student, if the disclosure meets certain conditions found in 34 C.F.R. § 99.31. Except for disclosures to school officials, disclosures related to some

judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, APUS is required to record the disclosure. Here is a summary of some of the circumstances in which APUS may disclose PII from education records without obtaining prior written consent of the student:

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
- To accrediting agencies carrying out their accreditation function;
- To persons in compliance with a judicial order or lawfully issued subpoena;
- To appropriate officials in connection with a health and safety emergencies;
- Information APUS has designated as “directory information” (see below);
- To parents of dependent children as defined for IRS tax purposes (Documentation will be required as proof. Email [FERPA@apus.edu](mailto:FERPA@apus.edu) for more information.);
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf;
- To officials from:
  - other institutions to which the student seeks to or intends to enroll or is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer (subject to certain preconditions);
  - organizations conducting studies for or on behalf of APUS in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction; and
- To persons or organizations for any purpose, so long as the only information disclosed is “directory information” and the student has not opted out (see below).

## **FERPA Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which the education records and PII contained in such records — including Social Security Number, grades, or other private information — may be accessed without student consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to the records and PII without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to the education records and PII without student consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive student PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from the education records, and they may track student participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **Better Business Bureau (BBB) Inquiries**

Information requested from the Better Business Bureau (BBB) will only be released to the BBB if the student has

completed a FERPA Release Form. If a FERPA Release Form has not been completed, the University will respond to the BBB with a letter explaining that the student has not authorized release of information and that a letter will be sent directly to the student with detailed information addressing the issue. The student may then choose to forward a copy of the University's direct response to the BBB.

## **Directory Information**

Information that is not considered under FERPA to be harmful or an invasion of privacy if disclosed is referred to as directory information. FERPA allows each institution to decide what it deems to be directory information. As indicated above, APUS discloses “directory information” without a student’s consent, unless the student has requested that their “directory information” not be shared. For more information on APUS Directory Information, including the right to block APUS from sharing such information.

With certain exceptions, the Family Educational Rights and Privacy Act (“FERPA”) requires APUS to receive your written consent prior to disclosing personally identifiable information from your education records. You can read APUS’s FERPA policy. However, APUS may disclose “directory information” (as defined below) without your prior written consent unless you opt-out (as described below). “Directory information” is information that under FERPA is not considered harmful or an invasion of privacy if disclosed.

### **What categories of information does APUS designate as “directory information”?**

APUS designates the following categories of information as “directory information”:

- Name;
- Student identification (ID) number;
- Major field of study;
- Dates of attendance;
- Level (undergraduate or graduate);
- Class standing/Classification (Freshman, Sophomore, Junior, or Senior);
- Registration Status (Full-time, Part-time, or Not Currently Enrolled);
- Participation in officially recognized activities;
- Degrees, honors (including Dean's and President's Lists), and awards received;
- Electronic-mail address;
- City/State/Country of residence;
- Most recent educational agency or institution attended;
- Photographic or videotaped image; and/or
- Projected Conferral Date (if available).

### **How can I stop APUS from disclosing directory information about me? (Directory Information Block (DIB))**

If you do not want APUS to disclose directory information about you without your prior written consent, you must request a DIB as described below. You may request or rescind a DIB at any time.

When a DIB prohibits sharing of all categories of directory information:

- APUS will be unable to list the student as having attending APUS and from acknowledging that the student is currently enrolled (except with the student’s prior written consent or under another FERPA exception).
- APUS will be unable to list the student in University publications, including the Commencement Book.
- APUS will be unable to list the student as an alumnus/a.

### **Will a Directory Information Block prohibit APUS from disclosing directory information in**

## **every case?**

No. Even if a student executes a DIB, APUS may disclose directory information without consent consistent with its [FERPA Policy](#). For example, a DIB will not restrict access by an APUS school official with a legitimate educational interest in the information. As a further example, a DIB will not keep advisors from seeing your information or prevent your name and other personal information from appearing in online class tools (as long as use of such tools is restricted to members of the class).

## **How do I request a Directory Information Block?**

If you wish to request a DIB, you should e-mail the request to [FERPA@apus.edu](mailto:FERPA@apus.edu). Your e-mail should specify which category or categories of directory information you wish to prevent APUS from disclosing. Once processed, a DIB will be placed in your account. Once set, it will remain in place until you authorize its removal. The e-mail requesting to rescind the DIB must be received by the Office of Student Records at [FERPA@apus.edu](mailto:FERPA@apus.edu).

## **How long will a DIB remain in place? What if I have a DIB in place but I want APUS to disclose my directory information to a particular party?**

Unless revoked, a DIB remains in effect throughout your enrollment at APUS and following graduation or withdrawal. If you have a DIB in place but you want directory information disclosed to a particular party, you are solely responsible at all times for completing the necessary APUS consent form and requesting APUS to disclose directory information to the third party.

## **With whom will APUS share “directory information” and for what purposes?**

APUS reserves the right to share directory information with any individual or entity and for any purpose.

## **What are my responsibilities as a student with respect to my records?**

You are responsible for keeping your student account updated with your current contact information such as e-mail address(es) and phone number(s). APUS uses that information as the primary means of identification for communication purposes.

You are responsible for safeguarding email account login information and your password. APUS shall not be responsible for the misuse of passwords by any person.

# Harassment, Discrimination, and Retaliation Policy

American Public University System (the University) is committed to providing an environment that is free of all forms of unlawful harassment and discrimination. In keeping with this commitment, we maintain a strict policy prohibiting all forms of unlawful harassment and discrimination in interactions that take place in the University environment, whether physical or virtual. This Policy against Harassment, Discrimination, and Retaliation relates to instances of non-sexual harassment or discrimination only. Instances of sex discrimination, which may include but is not limited to sexual harassment, that denies or limits on the basis of sex an employee's, student's, or third party's ability to participate in or benefit from APUS's education programs and activities will be addressed in accordance with the University's [Title IX Compliance Policy](#).

Harassment is unwelcome and disrespectful conduct and communication. Discrimination is any treatment - including harassment - on the basis of a protected characteristic. The University does not engage in and will not tolerate harassment or discrimination based on sex, race, color, religion, national origin, age, marital status, veteran status, handicap, disability, or any other characteristics protected by applicable federal, state or local law.

If you experience, observe, or become aware of behavior that you believe to be harassing or discriminatory in nature, or that is inappropriate or offensive, you are strongly encouraged to report the behavior immediately to the appropriate authority.

To report harassment or discrimination of a non-sexual nature, contact Jennifer McGuigan, APUS Student Conduct Officer and point of contact for formal complaints at [disputes@apus.edu](mailto:disputes@apus.edu). You should provide a description of the issue (including factual details about the people involved, names of any witnesses, and dates of incidents of objectionable behavior) and any steps that have been taken to resolve the issue informally. Reports of discrimination or harassment on the basis of sex should be reported to the Title IX Coordinator at [TitleIX@apus.edu](mailto:TitleIX@apus.edu). For more information on Title IX, please refer to the APUS [Title IX Compliance Policy](#).

Persons reporting incidents of harassment, discrimination, or retaliation may be concerned about the confidentiality of information they are sharing. The right to confidentiality, both of the complainant and the accused, will be respected to the extent possible insofar as it does not interfere with the University's legal obligations or ability to investigate or to take corrective action when it is found that misconduct has occurred.

It is our policy to promptly and equitably investigate any report of harassment, discrimination or retaliation. Appropriate action will be taken against any individual who violates this policy, which may include disciplinary action up to and including expulsion (for students) and separation (for faculty and staff). In addition, any individual who engages in conduct prohibited by this policy may be personally liable in legal action brought against them.

You will be protected from retaliation for making a report or participating in an investigation under this policy. All complaints of retaliation should be reported in accordance with the procedure outlined above. Any person who retaliates against any individual filing a claim of harassment or discrimination will be considered to have violated this policy; retaliation will result in corrective action up to and including separation or expulsion.

## Cyber-Harassment Policy

The University is committed to providing a safe, positive learning environment for students, faculty and administrators. The University believes that preventing cyberstalking and cyber-harassment is critical to creating and maintaining a safe and secure culture, which supports academic achievement. Cyber-harassment can create an atmosphere of fear and intimidation, which may lead to more serious violence. Cyberstalking and cyber-harassment are prohibited at the University.

Cyberstalking is threatening behavior or unwanted advances directed at another using the Internet and other forms of

online and computer communications.

Cyber harassment is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten one or more students, faculty or staff members, which occurs in the school setting or with the use of technology with an effect of doing any of the following

- Substantial interference with a student's education;
- Creation of a threatening environment; and
- Substantial disruption of the orderly operation of the university.

Examples of cyber-harassment include but are not limited to:

- Using the Internet, cell phone, email or any other form of electronic communication to intimidate someone;
- Online personal verbal or written attacks;
- Offensive harassing messages;
- Publicly disclosing someone's personal information;
- Breaking into an account and sending damaging messages;
- Creating a fictitious online account using legitimate personal information and then placing damaging or harassing information in the account.

Cyberstalking and cyber-harassment are prohibited, whether in the classroom, online, through the use of social networking sites, email or any other form of electronic communication. The use of the University email server to send harassing messages to individuals outside of the University is also prohibited.

Cyberstalking and cyber-harassment are criminal offenses. Cyberstalking and cyber-harassment based on protected characteristics may also implicate federal, state, and local non-discrimination laws. The University reserves the right to report an incident to the appropriate law enforcement agencies, and it will participate in any investigation by law enforcement of an alleged cyberstalking or cyber-harassment offense.

## **TITLE IX Compliance Policy**

It is the University's policy to take prompt and appropriate steps when it is made aware of possible sex-based harassment or discrimination that would constitute a Title IX offense. Inappropriate conduct that may constitute or otherwise be construed as a Title IX offense committed against any member of the University community is prohibited. All Title IX complaints shall be processed in accordance with the [Title IX Compliance Policy](#).

The University's goal is to resolve Title IX complaints promptly and equitably and provide a safe and nondiscriminatory environment for all students and employees, free from discrimination and harassment of a sexual nature. For more information see the University's [Title IX Compliance Policy](#).

### **Notice of Nondiscrimination – Discrimination on the Basis of Sex**

The University does not discriminate on the basis of sex in its education programs and activities, and it is required by Title IX of the Education Amendments of 1972 ("Title IX") not to discriminate in such a manner, including with respect to admission and employment. Questions regarding Title IX may be referred to the APUS Title IX Coordinator, or the Office for Civil Rights at the United States Department of Education.

Contact information for the University's Title IX Coordinator follows:

Caroline Simpson

Email: [TitleIX@apus.edu](mailto:TitleIX@apus.edu)

Phone: 703-396-6428

Mail: American Public University System, Inc.  
Attn: Caroline Simpson  
111 West Congress Street  
Charles Town, WV 25414

For more information please see the University's [Title IX Compliance Policy](#).



# Review of Records

The Registrar's Office has been designated to coordinate the inspection and review procedures for all student education records, including admissions, personal, academic, and financial files as well as academic, cooperative education, and placement records. Education records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.

The law provides each student with the following rights:

- To inspect and review information contained in their education records
- To challenge the contents of their education records
- To have a hearing if the outcome of the challenge is unsatisfactory
- To submit explanatory statements for inclusion in the student's files if the decisions of the hearing panels are found unacceptable.

APUS students may not inspect and review the following as outlined by the Privacy Act:

- Confidential letters and recommendations associated with admissions, employment or job placement
- Education records containing information about more than one student, in which case access is permitted only to the part that pertains to the student inquiring.

## Requesting a Record Review

APUS students who wish to review their education records must make a written request to the Director of Student Records at [studentrecords@apus.edu](mailto:studentrecords@apus.edu) listing the item or items of interest. Only records covered by the Privacy Act will be made available to the student, generally within 45 days of receipt of the request. The student may have copies made of their records with certain exceptions. Any copies will be made at the student's expense at prevailing, reasonable rates.

## Formal Request for Amendment

Students who believe that their education records contain information that is inaccurate or misleading, or otherwise in violation of their privacy or other rights may discuss this problem informally with the Director of Student Records at [studentrecords@apus.edu](mailto:studentrecords@apus.edu) and make a request for amendment. If the Registrar approves the request, the appropriate records will be amended.

### Formal Hearing or Formal Request for Amendment

If the request to amend the record is not approved, the student will be notified within a reasonable period of time and informed of the right to a request a formal hearing or submit a formal written request for amendment of record.

- The student must request a formal hearing in writing to the Associate Vice President of Document Services.
- The Associate Vice President of Document Services will coordinate and inform the student of the date, place, and the time of the hearing.
- The hearing panel will consist of the Academic Dean and a panel of at least three appropriate university officials, of which one must be a student appointed by the Provost.
- At the hearing, the student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more chosen persons, including attorneys, at the student's expense.
- Should the student choose to submit a formal written request for amendment of records in lieu of a formal hearing, the panel will consider the written request for amendment in the same manner as they would consider evidence submitted in a hearing.

## **Hearing Panel Decisions**

The student's education records will be corrected or amended in accordance with the decisions of the hearing panel. Decisions of the panel will be final, based solely on the evidence presented, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

If the decisions are unsatisfactory to the student, they may submit statements commenting on the information in the records, or statements setting forth any reasons of disagreement with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the record, and released whenever the record in question is disclosed.

Any student who believes that the adjudication of their challenge(s) were unfair or not in keeping with the provisions of the Privacy Act may request, in writing, assistance from the American Public University System Provost in filing complaints. The written request should be mailed to APUS, ATTN: Provost, 111 W. Congress Street, Charles Town, WV 25414. The complaint will be filed with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, DC 20202.

# Solicitation

The following activities are prohibited at all times:

- Solicitation from students towards APUS staff or faculty.
- Solicitation by students in the classroom, on the web, or by contacting other students, faculty, or staff via any means of communication.

APUS's policy prohibits any and all types of solicitation in working areas during working time. Violation of this policy may result in immediate disciplinary action.

The only exceptions to this policy are "flyers" for activities or charitable causes sponsored by APUS, which may be distributed without prior approval.

# **Student Profile Picture Policy**

Your classroom profile picture can be a photograph or graphic that represents you. Examples of representative graphics include geographic locations, pets, automobiles, caricatures and avatars. The photo or graphic representation cannot contain elements that might be interpreted as vulgar, prejudicial, inflammatory, gang related, violates copyright laws, or is otherwise found to be offensive to other students or to faculty. Photographs or graphics found to violate this policy will be removed and you will be notified of the violation.

# **Third-Party Benefits for Employees**

APUS has partnered with outside organizations to offer educational benefits to their employees, including strategic classes and academic programs, tuition and other discounts. These benefits are contingent upon and subject to an ongoing relationship between APUS and the partner organization, as well as the student's employment status with the partner organization. APUS reserves the right to validate the employment status of any prospective or current student who seeks access to the benefits described at any time and for any reason. If employment status cannot be verified or otherwise does not support participation and access to the benefits described, APUS may withdraw a student from registered courses and limit access to university resources immediately, at which time the student may seek to continue their student experience with APUS without the benefits provided through the partnership.

# University General Grievance Procedure

## Philosophy

American Public University System (the University) is committed to an environment where open, honest communications are the expectation, not the exception. We want our students to feel comfortable approaching University faculty and staff in instances where it is believed violations of policies or standards have occurred.

The University will consider all grievances and comments fairly, and not engage in retaliatory action against any student who has submitted such information. Any person who retaliates against any individual filing a complaint or concern will be considered to have violated this policy and will be subject to disciplinary action.

## Policies

If students are unable to resolve the issue with faculty or staff, they have the right to address concerns about university actions through the university grievance procedure. There are different pathways for settling various issues. The time it takes to resolve individual grievances may vary, but students can expect an initial response, outlining next steps and timelines, within 3-5 business days.

For grievances regarding sexual harassment, sexual discrimination (including on the basis of gender identity and sexual orientation), or other forms of sexual misconduct please refer to the University's [Title IX Compliance Policy and Title IX Grievance Procedures](#).

For grievances regarding non-sexual discrimination or non-sexual harassment, please refer to the Policy against Harassment, Discrimination, and Retaliation outlined in the University's [Student Handbook](#).

Certain other issues, known as adverse actions, cannot be addressed through the general grievance procedure. These issues include: being placed on academic probation, dismissal, sanctions, and expulsions. Students wishing to challenge an adverse action or request an exception to university policy are required to file a formal appeal.

In situations where a student prefers to place an anonymous complaint or grievance in confidence, students are encouraged to file a report using the [APUS Student Hotline](#), hosted by third-party hotline provider, EthicsPoint. Students are encouraged to submit complaints or grievances relating to violations of rights as an APUS student, ask for guidance related to policies and procedures, and provide positive suggestions and stories.

The information provided by students will be sent to APUS by EthicsPoint on a totally confidential and anonymous basis unless a student chooses to identify themselves. APUS guarantees that all comments from students will be heard.

## Procedures

### Level 1:

If a student has a grievance or concern regarding the University, the student should first communicate the grievance or concern directly and informally with the appropriate department or faculty member; students may also report classroom concerns related to their current courses using the classroom "help" button. If the grievance or concern is not resolved within the department and the student has exhausted all applicable avenues of [appeal and/or special request](#), the student should continue with Level 2. A student who believes informal resolution is not appropriate due to the sensitive nature of the grievance (for example, sexual harassment or sexual violence) may initiate the appropriate process described below without communicating directly to the department or faculty member involved.

## Level 2:

A student who has a grievance that was unable to be resolved either informally or through a formal [appeal or special request](#) should write an email to the appropriate Office as indicated below, outlining the grievance or concern and what steps have been taken toward resolution. Grievances should be filed as soon as possible. The time it takes to resolve individual issues may vary, but students can expect an initial response, outlining next steps and timelines within 3-5 business days.

Academic issues (classroom issues, grades, or faculty actions): [Disputes@apus.edu](mailto:Disputes@apus.edu)

Non-academic issues (such as issues related to University business services and other non-academic services, refunds, information technology, or marketing): [Disputes@apus.edu](mailto:Disputes@apus.edu)

Grievances regarding disability accommodations: [DSA@apus.edu](mailto:DSA@apus.edu).

To complete a thorough investigation, the University may interview, consult, or request information from the student making the grievance or any other individuals believed to have relevant information, including faculty, staff and other students. At the conclusion of the investigation, the University will report its findings and any proposed resolution to the student.

The findings of the University under this grievance procedure are final and are not subject to appeal. If, however, your grievance was handled under another applicable policy and procedure and that policy and procedure includes an appeal process, then you may submit an appeal under that policy and procedure.

If a student is unsure about the appropriate contact for a particular concern, the student may always email [studentservices@apus.edu](mailto:studentservices@apus.edu) to share the concern and the concern will be routed to the appropriate University representative.

## Third Party General Complaint Procedure

The University is also required to provide its students or prospective students with contact information for filing complaints with its accreditor(s) and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint.

**State of West Virginia:** The West Virginia Higher Education Policy Commission encourages students to seek first informal resolution of any concern or issue. If the issue cannot be resolved informally, the student should follow the institution's formal complaint or grievance procedure. If, after exhausting the institution's internal grievance procedures, the institution has not responded to the student's satisfaction or a satisfactory remedy has not been found, the student may contact the Commission for further investigation into the issue. Upon receipt of a complaint, the Commission may conduct an investigation or refer the issue to another agency that is authorized to address the issue. The Commission may contact institution officials to discuss a possible resolution. Instructions for filing a complaint with the West Virginia Higher Education Policy Commission can be found at <http://www.wvhepc.edu/wp-content/uploads/2019/07/Student-Complaint-Process.pdf>.

Students also are provided with information for filing complaints with other state agencies in the event that they wish to contact an agency in their state of residence. Contact information for agencies handling student complaints in all other states and the District of Columbia can be accessed through the following link: [State Agencies – Higher Education Grievances and Complaints](#).

**Higher Learning Commission:** The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint raises issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response. Instructions for filing a complaint with the Higher Learning Commission can be found at <https://www.hlcommission.org/HLC-Institutions/complaints.html>.





# Video Conference Policy

There are instances where video conferencing software may be used for meetings between students, faculty, and/or staff. Students will be made aware prior to the meeting that video conference software is being used, and that they have the option to be on or off video once they enter the virtual room. The video option will default to “off”, allowing for the student to decide whether they appear on screen. For meetings which require video to be turned on, students will be informed in advance of the video requirement.

As a participant in a meeting room, you and any sounds in your space will be audible to other participants when audio is on; audio from your microphone (whether intentional or unintentional) may switch the primary video to you; and muting your audio may improve sound quality for all participants.

The meeting room will be a professional atmosphere and all University policies apply as it relates to student conduct. APUS students are expected to demonstrate the highest degree of personal and intellectual honesty at all times. Additional information can be found in the [Student Misconduct](#) section of the Student Handbook.

# Voter Registration

We support the National Voter Registration Act (or ‘Motor Voter Law’) and encourage our students who are U.S. citizens to exercise their right to vote. To vote, you must register. You can register in person at any driver's license agency or public assistance and disability agency in your home state. You can also submit a mail-in registration from anywhere in the United States. For more information, visit the [U.S. Election Assistance Commission website](#) .

# Academic Probation Policies

Effective April 1, 2016

- [Academic Risk](#)
- [Academic Probation](#)
- [Academic Dismissal](#)

# Academic Risk

- For **undergraduate students**, the Academic Risk period begins after attempting 12 semester hours with a cumulative GPA below 2.0.
- For **master's students**, the Academic Risk period begins after attempting 6 semester hours with a cumulative GPA below 3.0.

If your cumulative program GPA (grade point average) falls below the minimum required by APUS, you will be notified by the Registrar's office that you have been placed on Academic Risk and that you will be restricted to part-time registration until your GPA is above the minimum level. The intent of the Academic Risk period is to provide you the opportunity to raise your cumulative GPA to minimum levels so that you may continue to pursue your academic goals. Once placed on academic risk, students GPA will be reviewed regularly based on academic level; master's students will be reviewed after completion of 3 credit hours and undergraduate students after completion of 6 credit hours.

**Undergraduate students** can be placed on academic risk up to twice during their academic program. Placement on academic risk the second time will be based on completing the first academic risk period with a GPA above a 2.0. Any student who does not meet the minimum GPA during either of their academic risk periods will be placed on academic probation. Students who improve their GPA above the minimum after the review period will be removed from academic risk and placed on academic good standing.

**Students in Master programs and Graduate Certificates** only have one academic risk period during their academic program. Any student who does not meet the minimum GPA during their academic risk period will be placed on academic probation. Students who improve their GPA above the minimum after the review period will be removed from academic risk and placed on academic good standing.

Being placed on academic risk does not impact your registration in any of your current courses. You will be limited to part time registrations for your future registrations, so you will need to discuss your options with your funding source as your eligibility may be affected.

## Consequences of Academic Risk

- **Registration:** You will only be eligible to register as a part-time student, with no exceptions.
- **Financial Aid:** Part of your eligibility for federal student aid is determined by your maintaining a GPA at or above the minimum required. While on academic risk and academic probation, you will only be eligible to register as a part-time student, which reduces the amount of federal student aid for which you are eligible during that semester.

# Academic Dismissal

If you are on academic probation, you will be reviewed for potential academic dismissal within 3 credit hours completed after being placed on probation for Master's level students or within 6 credit hours completed after being placed on probation for undergraduate students. If you have not at least met the minimum required GPA based on the courses taken during your probationary period, you will be placed on suspension pending your academic dismissal from the university within 30 days. During the 30 days, you will be able to continue in your current courses, and your progress in your current courses will weigh heavily in the decision for your appeal. However, you will be dropped from all future courses. Notification of your suspension will be sent to your primary email address you entered on your student record.

## Appealing Your Academic Dismissal

All appeals of an academic dismissal must be submitted in writing within 30-days of notification of your academic suspension to the Office of the Registrar. Appeals after the 30-day appeal period will not be reviewed.

You must submit your appeal using the official Academic Appeal Request form in your campus, located in the Academic Plan & Forms section, under University Forms. All appeal decisions will be delivered to you through email to the primary email address on file. If you are approved to continue your enrollment at APUS, you will be required to meet specific conditions which will be outlined in the decision notification. These conditions may include a requirement to retake failed courses first, to be restricted to taking one course at a time, to change your major, or to successfully pass a specific course(s) first with a certain grade minimum. Your continuance in courses at the university will assume you have agreed to the conditions of your approved appeal.

If your initial appeal is denied, you have another 30-days, from the date of your denial decision, to submit an appeal rebuttal for final consideration. If you do not submit an appeal rebuttal within 30 days of receiving your appeal outcome, the denial decision will be final and no further appeals will be considered. All decisions of the Office of the Provost will be considered final.

# Appeals Information

The university allows students to submit an appeal in response to specific actions that are outlined in the table below.

If you do not see contact information pertaining to your concern, please contact the Student Support Center at 877-755-2787 for further assistance.

Department Handling	Appeal Type	Scenario	Eligibility	Timeframe	Action
Academic Appeals	Course Extension Denial (EDA)	Your instructor has denied your request for a 30-day course extension.	You must have completed at least 50% of assigned coursework at time of request and have a passing grade in the course.	Appeal your extension denial <b>within 7 days</b> of the original rejection. The appeal decision will be made within 3 business days from escalation.	Submit a course completion plan (CCP) for the remaining coursework and an explanation of your circumstances.
Academic Appeals	Grade Appeal	You believe your final course grade is capricious, erroneous, or unfair.	Your final grade for the course is posted.	Submit your appeal within 90 days of the final grade posting. The appeal decision will be made within 30 days from escalation.	Submit copies of correspondence in which you notified your instructor of your concerns, along with evidence from the classroom which supports your claim.
Academic Appeals	Plagiarism Expulsion	You were expelled, dismissed, or suspended from the university for plagiarism.	Not applicable	Submit your appeal within 30 days of the written notice of pending dismissal. The appeal decision will be made within 30 days from escalation.	Submit a narrative petition disputing the findings of the plagiarism appeal committee.
				Submit your appeal of a	

Academic Appeals	Plagiarism - Single Incident	You wish to challenge a single incident of plagiarism reported in your record, or you are currently on suspension for plagiarism.	Not applicable	plagiarism charge within 5 days of the written notification. The appeal decision will be made within 21 days from escalation.	Write and submit a narrative explaining why you disagree with the findings of the plagiarism report.
Academic Appeals	Post Course Extension (PCE)	You were unable to submit the online extension form prior to the course end due to a mitigating circumstance.	You must have completed at least 50% of assigned course work and have a passing grade at time of request.	Appeal for a retroactive extension within 30 days of the original course or extension end date. The appeal decision will be made within 3 business days from escalation.	Submit a course completion plan (CCP) for the remaining coursework, along with documentation supporting the reason for the extension.
Academic Appeals	Post Course Special Circumstance Extension (PCSCE)	You were unable to submit the Special Circumstance Extension request prior to the course or previous extension ending.	You must have a new or extenuating circumstance that can be documented after the previous extensions were approved.	Appeal for a retroactive extension within 30 days of the original course or extension end date. The appeal decision will be made within 3 business days from escalation.	Submit a course completion plan (CCP) for the remaining coursework, along with documentation supporting the reason for the extension.
Academic Appeals	3rd/Final Retake Comp Exam or Capstone	You wish to retake the Comp Exam or Capstone for a 3rd/Final Time.	Student's Program Deadline has not expired, and student has a 3.000 GPA or higher.	Appeal for the retake by submitting the appeal request form via the ecampus. Decision will be made within 15 days of the appeal	Submit the appeal request and provide an explanation of the circumstances surrounding the previously failed attempts

escalation.

Registrar Appeals	Course Retake Appeal	You have failed a required course twice.	The course must be a core, final or major requirement. Some general education courses may be considered on a case-by-case basis. A student is only allowed one 3rd course retake in their program.	File this appeal anytime. The appeal decision will be made within 30 days of your appeal being opened.	Submit a narrative petition outlining the circumstances that led to failure.
Registrar Appeals	Special Circumstance Withdrawal (No Refund)	You failed a course due to extenuating circumstances that prevented a timely course withdrawal.	You should not have passing grades in any concurrent courses. The date of the course withdrawal request must be within 12 months of the original end date of the course.	Submit your appeal within 12 months of the original course end date. The appeal decision will be made within 30 days of appeal being opened.	Submit a narrative outlining the reason for the withdrawal along with supporting documentation as proof of extenuating circumstances. Students using FSA and VA provide confirmation that funding source has been contacted, to see how "W" grade could affect future funding.
Registrar Appeals	Penalty Free Withdrawal (With Refund)	You are requesting to withdraw from a course with a full refund or wish to be granted a retroactive full refund, due to extenuating circumstances.	Course must be within 12 months of original end date.	Submit your appeal within 12 months of the original course end date. The appeal decision will be made within 30 days of appeal being opened.	Submit a narrative outlining the reason for the withdrawal along with supporting documentation as proof of extenuating circumstances. Students using FSA and VA provide confirmation that funding source has been contacted, to see how "W" grade could affect future funding.
Registrar Appeals	Maximum Course Attempts	You have used all (or are close to using all) of your course registrations permitted for program completion to retain graduation eligibility.	You must complete your program by registering for no more than 150% of your required courses (number of course registrations/attempts) to graduate.	Appeal this rule at any time. The appeal decision will be made within 10 days of your appeal being opened.	Submit a narrative outlining the reason for requiring additional course registration attempts. Documentation is encouraged, but not required.



Registrar Appeals	Program Deadline Extension	You have utilized all possible deadline extension time to complete your degree and require additional time beyond that.	Should be nearing graduation or have completed a significant amount of your program, and a brief extension should permit all remaining course requirements and conferral to be completed.	The appeal decision will be made within 30 days of appeal being opened.	Narrative/petition outlining the reason for requiring additional time beyond final program deadline to complete program requirements and completion plan from remaining courses in program. You must also submit documentation of extenuating circumstances that aligns with absences from the program. Detailed narrative/petition outlining the circumstances that contributed to the current GPA and your plan for academic improvement and government ID or military transcript.
Registrar Appeals	Readmission: GPA Below Required Minimum	You were disenrolled from the university and wish to be readmitted, but do not have the required minimum GPA.	You must be in good standing with student accounts.	The appeal decision will be made within 30 days of appeal being opened.	Detailed narrative/petition outlining the circumstances that contributed to the current GPA and your plan for academic improvement and government ID or military transcript.
Registrar Appeals	Readmission: Legacy Program	You are currently disenrolled from the university and have completed significant program requirements toward your prior program. You either stand to lose credit in a readmission evaluation, the program deadline is expiring, or your original program is no longer offered.	You must be in good standing with student accounts prior to filing appeal.	Submit your appeal prior to submitting any readmission forms in your ecampus. The appeal decision will be made within 30 days of appeal being opened. (45 days for School of Education students).	Detailed narrative/petition outlining the circumstances that contributed to current GPA, plan for academic improvement, and government ID or military transcript.
Registrar Appeals	Involuntary Withdrawal or Dismissal	You have been involuntarily dismissed or are deferred for involuntary dismissal due to failure of your first semester.	You must be in good standing with student accounts prior to filing appeal.	Submit your appeal within 30 days of the written notice of pending dismissal. The appeal decision will be made within 30 days of appeal being opened. You have 30 days to appeal	Submit a narrative outlining the reason for course failure.

Registrar Appeals	Suspended due to GPA	You are currently suspended or dismissed for failure to maintain the minimum GPA and are requesting another semester.	You must be in good standing with student accounts prior to filing appeal.	your suspension before dismissal occurs. The appeal decision will be made within 30 days of appeal being opened.	Detailed narrative/petition outlining the reason for course failures and plan for academic success required.
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# **Lack of New Student Activity**

Students who receive failing grades in their first two (2) course attempts in their program as a result of not submitting a substantial percentage of the required course work will be dismissed from the university at the conclusion of those courses. This applies to students who fail all of their initial courses as a result of not submitting substantial course work to earn a passing grade. Students who apply for a program change (i.e. Associates to Bachelors, Bachelor's to Masters, and so on) will also need to pass their first two courses in their new program to be considered in compliance with the Student Activity Policy.

If you have ongoing courses in your current academic semester when you fail your initial courses, you will be placed on Deferred Involuntary Withdrawal status and allowed to complete any current courses that are beyond the first week, though any future course registrations will be dropped.

## **The only way to appeal this is to pass your current courses**

If you are on placed on Deferred Involuntary Withdrawal status and pass your current courses, you will be removed from Deferred Involuntary Withdrawal status and further registration allowed but for no more than 2 courses at a time for undergraduate students or one course at a time for master's level students.

If you are dismissed according to this policy or are placed on Deferred status with no current courses to finish and wish to appeal your dismissal from the university, you may appeal the decision. Appeals must be submitted used the official appeal form within 30 days of your notification being sent. If your appeal to return is approved, you will be placed on either academic risk or academic probation and limited to part-time registration until your APUS GPA is the minimum required for your program level (Undergraduate 2.0/Master's Level 3.0). The Academic Appeal Request form is located in your campus under the Academic Plan & Forms menu, in the University Forms section.

# Legal Action

Only a duly authorized agent officially appointed by the President of APUS shall have the right, if deemed necessary, to initiate legal proceedings against a student for violation of public law in any University sponsored site in which University property and/or vested interests are involved.

# Student Affairs

- [Commencement Ceremony](#)
- [Campus Leadership and Volunteering](#)
- [Student and Alumni Organizations](#)
- [University Directory](#)
- [Social Media](#)
- [President's and Dean's Lists](#)
- [University Awards](#)
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# Commencement Ceremony

## Ceremony Options

Graduation is a time for celebration! You may choose to attend the annual commencement or plan your own celebration.

You may place your order for your official transcripts by logging on to your ecampus using your student ID and password. It is recommended that you wait approximately 24 hours after your conferral date to place your transcript order, to ensure that your conferral date has been uploaded to your transcript.

## The Difference Between Commencement and Conferral

Commencement is the physical ceremony that takes place annually. Commencement dates, times, and locations may vary from year to year, and we encourage you to contact the [University Events Office](#) for more information.

Conferrals occur on February 1, April 1, June 1, August 1, October 1, and December 1 each year. The conferral date can also be referred to as a graduation date and is the date that the university officially awards your degree and will appear on your diploma. There are no physical events for conferrals at this time. For questions regarding conferral dates, please email [studentservices@apus.edu](mailto:studentservices@apus.edu).

## Annual Commencement

To give you the optimum potential for networking with other students, alumni, faculty, and staff, the university holds one commencement ceremony each year in May or June for the entire graduating class of the previous year.

Students who graduate with an associate, bachelors, masters, or doctoral degree between August 1 of the previous year and June 1 of the current year will be invited to attend commencement (For example, the ceremony for the Class of 2020 includes graduates from the Aug. 1, 2019; Oct. 1, 2019; Dec. 1, 2019; Feb. 1, 2020; Apr. 1, 2020; and Jun. 1, 2020 conferrals.).

We will release the date and location of the ceremony as soon as possible each year on the commencement website, and students who have graduated or applied to graduate in one of the conferrals listed above will receive an initial announcement email. In January, we will send formal email invitations to those who are eligible to attend.

## Your Own Celebration

If you are unable to attend the annual ceremony, you may request assistance in planning a personal celebration. We have a number of different opportunities for graduates to celebrate their accomplishments, including a live stream of the annual ceremony, a private ceremony, or a joint recognition ceremony.

## Live Stream

The ceremony will be streamed so that those unable to attend can watch live! We encourage you to meet with fellow graduates in your area and celebrate together. The live stream link will be made available as we near the ceremony date and can be accessed from our AMU or APU ecampus login pages.

## Private Ceremony

In a private ceremony, you may choose to have an official – a commander, supervisor, etc. – conduct the celebration. Upon request, we will provide a ceremonial diploma and an optional ceremony script that will assist the presenter during the ceremony. For inquiries or more information, please visit our webpage.

## **Joint Recognition Ceremony**

Many military installations around the United States and abroad hold joint recognition ceremonies to honor graduates in and around their communities. These ceremonies recognize graduates from a number of universities who have a presence on their installation. Joint recognition ceremonies are hosted and performed by the military base, but, in most cases your university will have a representative there to support our graduates.

Most installations invite active duty and retired military personnel to attend along with civilians in the area. Each ceremony has different requirements and our university has no control over those requirements.

For more information on joint recognition ceremonies, please contact an [education manager in your area](#).

# Campus Leadership and Volunteering

Campus leadership opportunities are an important part of the student experience, and provide unique occasions for personal and professional development. Campus leaders can be faculty, staff, students, and alumni, and hold a variety of volunteer positions, including mentors, community moderators, chapter officers, and social media influencers. You can review open campus leader positions and read position descriptions by visiting the [Campus Leader](#) webpage.

The Office of Student & Alumni Affairs administers the campus leadership program, and can help interested participants decide on roles, answer questions, and advise on open positions. Specific campus leader roles are administered by various departments in the university, and managed in conjunction with the Office of Student & Alumni Affairs, through a program manager.

To be eligible to be a campus leader as a student, you must be in good academic standing with the university. If your academic status at the university changes while you are serving your term as a campus leader, you may be removed from the position, until you are able to return to good standing.

The success of the campus leader program is dependent on engaged students who want to be part of the co- and extra-curricular experiences at APUS. Participation in a campus leadership role will not result in academic credit or in being paid, but could help connect classroom learning to everyday experiences, and broaden your network of APUS affiliates. Campus leaders demonstrate skill growth in Leadership and Teamwork, Communication Skills, Critical Thinking and Reflection, Administrative and Project Management, Self-Management, and Organizational Knowledge and Strategy competencies.

For additional questions or to contact someone about becoming a campus leader, contact the Office of Student & Alumni Affairs at [studentaffairs@apus.edu](mailto:studentaffairs@apus.edu) or 877-755-2787 ext. 8264.



# Student and Alumni Organizations

Honor societies, professional organizations, clubs, and alumni networks provide students with a variety of opportunities to explore academic, professional, political, social, cultural, recreational, and community service interests. Participation in such organizations allows students to develop interpersonal, organizational and leadership skills in a supportive yet challenging environment.

Before chartering an honor society, professional organization, club, or alumni network, students must follow the instructions found within the student organization handbook. Once the university recognizes the organization, students can organize, join, and hold office within the organization.

Failure to meet the terms and conditions of student organizations could result in the organization losing one or more privileges of recognition, including but not limited to being classified as inactive.

Participants who violate the university's policies for academic dishonesty, conduct, harassment, discrimination, social media, and community participation may be removed from co-curricular programs at the discretion of the Office of Student and Alumni Affairs.

Student organization policies can be accessed through the Student Organization Handbook.

## Academic and Honor Societies

The university currently recognizes 22 academic and honor societies. Membership is invitation only, offered to those who meet the qualifying criteria. Formal invitations are sent from the Office of Student Affairs twice a year. The following are APUS-recognized honor societies: Alpha Lambda Delta, Alpha Phi Sigma, Chi Sigma Alpha, Delta Mu Delta, Epsilon Pi Phi, Epsilon Pi Tau, Golden Key International Honour Society, Health Sciences Honor Society, Historical Studies Honor Society, Kappa Beta Delta, Kappa Delta Pi, Lambda Pi Eta, Mu Kappa Tau, National Society of Collegiate Scholars, Order of the Sword and Shield, Pi Gamma Mu, SALUTE National Veterans Honor Society, Sigma Iota Rho, Sigma Beta Delta, Sigma Tau Delta, Society of Collegiate Leadership and Achievement, and Sports Management and Sports and Health Sciences Honor Society. For an overview of each honor society, membership criteria, and contact information please visit the [AMU](#) or [APU](#) Student Affairs website.

## Career and Pre-Professional Organizations

The university currently recognizes 26 career and pre-professional organizations: American Institute of Aeronautics and Astronautics (AIAA), Association of Women in Science (AWIS), Conscious Capitalism, Criminology Club, Entrepreneurship Club, Epic Hospitalians, Fire Science Club, Homeland Security Network, International Association for Emergency Managers (IAEM), Model United Nations, National Association of Environmental Professionals, National Security Policy and Analysis Organization, Phi Alpha Delta Pre-Law Fraternity, Political Science Scholars, Pre-Health Student Society, Psychology Club, Public Health Club, Retail Management Student Organization, Saber and Scroll Historical Society, Society for Defense and Strategic Studies, Society for Human Resource Managers, Sociology at Work, Students for the Exploration and Development of Space (SEDS), Technology Professionals Group, The Wildlife Society, and Women in STEM (wSTEM). Membership requirements vary and are specific to each individual organization. For membership criteria, please first visit the [AMU](#) or [APU](#) Student Affairs website.

## Volunteer and Community Organizations

The university currently recognizes three (3) student and alumni volunteer and community organizations: Active Minds, Save the Earth, and the West Virginia Students' Alliance (WVSA). If you are interested in becoming a member of any

of these clubs, please visit the [AMU](#) or [APU](#) Student Affairs website.

## **Cultural Organizations**

The university currently recognizes four (4) student and alumni cultural organizations: African American Learning, Inclusion, and Guidance Network (AALIGN), Association of Latino Professional for America, LGBTQ+ Students & Friends, and the Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS). If you are interested in becoming a member of any of these clubs, please visit the [AMU](#) or [APU](#) Student Affairs website.

## **Faith-based and Spiritual Organizations**

The university currently recognizes three (3) student and alumni faith-based and spiritual organizations: Jewish Student Association, Newman Center, and Paganism Club. If you are interested in becoming a member of any of these clubs, please visit the [AMU](#) or [APU](#) Student Affairs website.

## **Social Organizations**

The university currently recognizes fifteen (15) student and alumni social organizations: Association for the National Guard and Reserves, Broken-Shield Wounded Veterans Society, Dr. Wallace E. Boston Ancient Order of the Craft, Esports Club, Military Spouses Club, Paranormal Activities Club, Performing Arts Enthusiasts and Practitioners Club, Photography Club, R.E.A.D. Book Club, Reproductive Rights Club, Spanish Club, Student Veterans of America, Students for Life, Women at APUS, and Writing Club. If you are interested in becoming a member of any of these clubs, please visit the [AMU](#) or [APU](#) Student Affairs website.

## **University Affiliate Organizations**

The university currently recognizes one (1) student and alumni university affiliated organization: Alumni Advisory Council. Membership requirements vary and are specific to each individual organization. For membership criteria, please first visit the [AMU](#) or [APU](#) Student Affairs website.

For additional questions or to contact someone about starting a new student or alumni organization, please fill out this short [interest form](#) or contact the Office of Student & Alumni Affairs at [studentaffairs@apus.edu](mailto:studentaffairs@apus.edu) or 877-755-2787 ext. 8264.

# University Directory - Your Virtual Social Community

The University Directory is an exclusive virtual community, accessible to all students and alumni. The Directory community provides students and alumni with opportunities to network and connect.

Students and alumni can access the Directory through their e-campus login and then by clicking the Directory link in the navigation at the top of the screen.

If you have questions regarding the Directory or ClearPath Mentoring, please contact the Office of Student & Alumni Affairs at [mentor@apus.edu](mailto:mentor@apus.edu).

# Social Media

American Public University System is pleased to provide students with several [online communities](#) in which to hold constructive discussions, solicit advice or input, and provide support to peers. Participation in such communities is a privilege, not a right, and is reserved for members who conduct themselves in a professional and responsible manner. The purpose of our social communities is to promote scholarship and academia, as well as enhance the student experience outside of the classroom. While we encourage open discussion, we retain the right to remove any content that is not consistent with the university's mission or core values. Please visit the APUS [Social Media Policy](#) for details.

# President's and Dean's Lists

The President's and Dean's Honors Lists are quarterly web publications that honor those students who met the distinguished honors criteria during the previous quarter. Lists are published on the university's public website.

Please note that students within the following programs are not eligible for the President's or Dean's Lists: certificate programs or courses for transfer.

The schedule of publication quarters is listed below:

- First Quarter: published April 1; courses must have been started and completed between September 1 and February 28.
- Second Quarter: published July 1; courses must have been started and completed between December 1 and May 31.
- Third Quarter: published October 1; courses must have been started and completed between March 1 and August 31.
- Fourth Quarter: published January 1; courses must have been started and completed between June 1 and November 30.

## President's Honors List

To be eligible for the President's Honors List, you must have:

- Associates and Bachelors students, completed four classes with AMU or APU in your current program, equivalent to 12 semester hours; Masters students, completed two classes with AMU or APU in your current program, equivalent to 6 semester hours;
- Begun and completed three classes at the associate and bachelor level or two classes at the master level in the six-month period prior to publication, listed above;
- Achieved a 4.00 cumulative grade point average; and
- Been in compliance with APUS policies on academic integrity in all classes, assignments, and interactions.

## Dean's Honors List

To be eligible for the Dean's Honors List, you must have:

- Associates and Bachelors students, completed four classes with AMU or APU in your current program, equivalent to 12 semester hours; Masters students, completed two classes with AMU or APU in your current program, equivalent to 6 semester hours;
- Begun and completed three classes at the associate and bachelor level or two classes at the master level in the six-month period prior to publication, listed above;
- Achieved a minimum of a 3.70 cumulative grade point average; and,
- Been in compliance with university policies on academic integrity in all classes, assignments, and interactions.

If you have questions regarding the quarterly President's and Dean's Honors Lists, please contact [studentservices@apus.edu](mailto:studentservices@apus.edu).

# University Awards

AMU and APU believe in celebrating and recognizing our outstanding students and alumni for their dedication to service, education, and their professional fields. Selected through a highly competitive process, the recipients of the university awards have made a lasting impact on society and the university community through outstanding professional, philanthropic, or volunteer accomplishments.

For the current application deadline, nomination and process for these distinct awards, visit [AMU](#) and [APU](#) Awards & Recognition.

AMU and APU award the following awards annually at the university's commencement ceremony:

## **Current Graduating Class Awards:**

Academic Scholar Awards

Mary Kim Ward Resilience and Service Award

President's Award

Student Speaker Award

## **Alumni Awards:**

Alumni Service Award

Distinguished Graduate Award

## **Leadership Awards:**

Dr. Wallace E. Boston Leadership Award

James P. Etter Creativity and Innovation Award

Excellence in Diversity Award

## **Campus Leadership Awards:**

Student Organization Chapter of the Year Award

Outstanding Campus Leader Awards

Outstanding New Student Organization of the Year Award

# Mentoring

**Mentors**, or information-sharers, assist students with successful university onboarding, coaching and motivation, goal setting, and identifying and achieving developmental milestones. Outstanding graduate students, with a 3.50 GPA or above and at least 12 credit hours, and alumni community members, are invited to participate as mentors. Mentors also consist of students who demonstrate substantial academic and/or professional experience.

**Mentees**, or information-seekers, are university community members with an interest in educational or professional development. Mentees may join proactively or may be required to participate for a course requirement.

Participants who violate the university's policies for academic dishonesty, conduct, harassment, discrimination, social media, and community participation may be removed from co-curricular programs at the discretion of the Office of Student and Alumni Affairs.

Mentoring program policies can be accessed through the Mentoring Program Handbook.

# Alumni

Upon completing a degree program or a certificate program, graduates are considered alumni and are eligible to take advantage of alumni benefits, services, and resources. These benefits can be accessed through the alumni e-campus by using the same student ID and password used to access the student e-campus.

Alumni can stay engaged, network, and keep up with events and programming being offered to them by following the alumni social media platforms that include Facebook, Instagram, Twitter, and LinkedIn.

Alumni can request an employer letter to notify their place of employment of their recently earned degree. This would be sent on behalf of the President of the University.

Alumni have lifetime access to the Richard G. Trefry Library. Feel free to use the resources as needed for research and other literary needs.

Alumni are encouraged to remain connected and involved in the university community, through a variety of programs aimed at networking and engagement. [Campus Leaders](#) are alumni community members with an active interest in giving back to the community through volunteer roles, to include serving as an Ambassador and an Alumni Advisory Council Member.

Alumni have lifetime access to resources offered by the Department of Career Services. Career resources include the opportunity to work one-on-one with a career coach who is dedicated to helping alumni with various aspects of the job search, complimentary resume and cover letter reviews, mock interviews, and virtual career fairs with access to employers and a variety of employment opportunities. For a full listing of the career resources available, please visit the [AMU](#) or [APU](#) Career Services website.

Alumni have access to thousands of national and local discounts through our third party partner, A-benity. You can find discounts on retailers, movies, theme parks and so much more. You can access the discount program through the alumni e-campus.

Alumni will find university merchandise to show off their university pride at the [Campus Store](#)! On the [graduation accessories web page](#), alumni can purchase class rings, diploma frames, graduation announcements, and more.

For additional information on all alumni benefits, services, and resources, visit the [AMU](#) or [APU](#) alumni website or contact the Office of Student & Alumni Affairs at [alumni@apus.edu](mailto:alumni@apus.edu).



# Career Services

The Department of Career Services has a robust offering of programs and services, and below is an outline containing eligibility and expectations for use.

## Open Access Services

Prospective students (those who have not yet registered for their first course), are eligible to use the following programs and resources:

1. Resources contained on the public Career Services Website;
2. Access to our social media communities;
3. Program Specific Career Resources.

## Personalized Services

Individuals who have registered for their first course, as well as alumni holding a certificate, associates, bachelors or master's degree from APUS are eligible for assistance with exploring career options, personalized career guidance, resume reviews, and mock interviews. The job search process can be time consuming and challenging at times. Professional and courteous behavior is expected at all times. Career Services reserves the right to restrict access to personalized services should the student or alumni be rude, aggressive or threatening toward staff or employers.

## CareerLink

The university job board and virtual career fair platform are available to certificate and degree-seeking students who have started their first course from APUS (AMU/APU) and is open to all degree and certificate holding alumni from our institutions.

When entering CareerLink, the following information is built into the profile automatically and will update each time CareerLink is accessed based on the most up to date information from within your student record:

- First Name
- Degree Level
- Degree Name
- Academic Status
- Academic Sub Status

CareerLink access can be revoked for:

- No longer being active with the university through disenrollment\* or dismissal;
- Failing to adhere to the [Harassment, Discrimination, and Retaliation Policy](#) within the Student Handbook
- Any instance of [Academic Dishonesty](#) with the CareerLink system

Users are not searchable by recruiters until additional action is taken on the user's part. Once all required fields marked with an asterisk are completed and at least one resume is added within CareerLink, they become searchable to employers who have been granted access. At that point, users may be contacted by recruiters.

Please contact [Careerservices@apus.edu](mailto:Careerservices@apus.edu) for questions.

\*Alumni who enroll for a subsequent program, but then disenroll, will still have access to CareerLink as alumni status grants lifetime access.

## **General Guidelines**

Documents being submitted for review must be submitted as a Microsoft Word compatible attachment through our appointment management systems or through one of the two emails addresses ([resumehelp@apus.edu](mailto:resumehelp@apus.edu); [careerservices@apus.edu](mailto:careerservices@apus.edu)). Resumes, cover letters, application materials, position descriptions, among other items reviewed by the staff, will not be accepted if linked to within the email message (ie: Dropbox).

While career services can assist with many aspects of the job searching process, they do not offer placement assistance. The Department of Career Services may be reached at [careerservices@apus.edu](mailto:careerservices@apus.edu).