Student Handbook

- Home

About American Public University System (APUS)

- Message from the Provost
- Mission and Core Values
- Accreditation and Licensure
- Disability Accommodations

Admission to American Military University

- Getting Admitted to American Military University
  - Programs Offered
  - Programs with Additional Admission Requirements
  - General Admission Policies
  - General Admission Documentation Requirements
  - Admission of International Students
    - Countries Denied Admission
  - 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
- How to Transfer Prior College Credit

Financing Education

- How to Pay for Courses
  - APUS Student Fees
  - APUS Tuition
  - APUS Tuition Refund Schedule
  - Methods of Payment Available
    - 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
    - Veteran's Benefits
      - Applying for Benefits
      - VA Enrollment Information
      - Enrollment Status Definitions and Requirements for VA Benefits
      - Helpful Websites for GI Bill® Information & Veteran Success
    - Veteran Readiness and Employment Service (VR&E), Chapter 31 Funding
  - Consequences of Unpaid Balances
  - Enrollment Status Definitions & Requirements for Federal Student Aid (FSA)
  - Enrollment Intensity Definitions & Requirements for Federal Pell Grant
  - Satisfactory Academic Progress (SAP)

    - Code of Conduct - Student Loans
    - California Residents
- How to Register for Courses
    - Registering from an 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
- How to Defer Prior Loans

Academic Success

- Before Starting a Program
    - Undergraduate
        - Maintaining One's Contact Information
        - Appropriate Course Progression
        - Academic Standing (Freshman-Senior)
        - Changing a Major/Program - FSA Students
        - Changing a 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
    - Master's
        - What is a Master's Degree?
        - Maintaining One's Contact Information
        - Appropriate Program Progression
        - Changing a Major/Program - FSA Students
        - Changing a 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)
- Prior Learning Assessment
- Before a Course Begins
    - Technology Requirements
    - General Course Requirements
    - Early Course Access
    - IMPORTANT - First Week of Every Course - Required Activity
    - Expected Course Load
    - Credit Hour Definition
- Understanding the Syllabus
- 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
- How to Drop a Course
    - Deciding Whether to Drop or Withdraw from a Course
    - How to Drop or Withdraw from a Course
    - How to Drop or Withdraw from a Course - Audit Students
    - Returning Books/Course Materials
    - Appealing to Withdraw from a Course after Withdrawal Period Ends
- How to Get a Course Extension
    - Extension Policies
    - Appealing a Denied Extension
    - Submitting Work During an Extension
    - Extensions for Military Deployment and Other Special Circumstances
- Course Grades and APUS Transcripts
    - Final Grades
    - Incomplete Grades (Extensions)
    - Appealing a Final Grade
    - Special Air Force Deadlines
    - Retaking Courses
    - Failing a Master's Comprehensive Exam or Capstone Course
    - APUS Grading System (Chart)
    - Ordering and the Release of APUS Transcripts
- Military Portal Information
- Graduation Process
    - General Graduation Information
    - Certificate and Degree Combinations
    - Transfer Credit to Complete Program Requirements
    - Applying for Graduation
    - Fees
    - Program Review Process
    - Shipping of Diplomas and Certificates
    - University Honors Designation
    - Latin Honor Designation
    - Letters of Pending Graduation
- Coming Back for Another Program
- Special Requests Information
- Readmission to APUS

University Policies and APUS Student Code of Conduct

- 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
    - Generative AI Policy
- APUS Consumer Information
    - APUS Student Code of Conduct
    - 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 Contact Information
    - Student Profile Picture Policy
    - Third-Party Benefits for Employees
    - University General Grievance Procedure
    - Video Conference Policy
    - Voter Registration
- Academic Probation Policies
    - Academic Risk
    - Academic Probation
    - Academic Dismissal
- Appeals Information
- Lack of New Student Activity
- Legal Action

Student Community

- Student Affairs
    - Commencement Ceremony
    - Campus Leadership and Volunteering
    - Student and Alumni Organizations
    - University Directory
    - Social Media
    - President’s and Dean’s Lists
    - University Awards
    - Mentoring
    - Ambassador Program
- Alumni
- Career Services
- CareerLink

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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 a student's main resource for admission policies, registration policies, extension and course grading policies, and all other policies that may impact 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 a student's campus and in student and department newsletters.

The entire handbook can be downloaded 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 a student's 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, along with the requester's full name and student ID where applicable.

Message from the Provost

Welcome to APUS!

Greetings –

It is my absolute pleasure to welcome you to the American Public University System. I am thrilled that you are part of this university family that seeks to provide you with quality education that will serve you throughout your student journey, your career, and your lifetime. Welcome aboard!

By enrolling as a student at APUS, you have taken the first step toward the completion of your goal–obtaining a degree in higher education. Your sense of accomplishment will only grow as you complete each class and move one step closer to graduation.

As a new student, the path to fulfill your academic dreams and goals can seem daunting–overwhelming even–but I encourage you to take each day in turn and do your absolute best each day. Our faculty and staff are here to support you throughout your academic journey. To help you succeed, I encourage you to work to establish good academic habits, become familiar with student policies, and ask questions as often as you can for clarification and understanding.

Our faculty have extensive backgrounds in their subjects, and many of them work within the field they teach, making them excellent resources who offer a wide range of knowledge and experience. We encourage you to stay engaged within your classes, join a student group, and become involved with organizations within your field to enhance your learning experience.

Finally, I invite you to explore the many resources we have available to assist you throughout the pursuit of your degree and hope that you will be energized and inspired during your academic career.

I wish you the absolute best in the pursuit of your degree here at American Public University System.

My best,

Dr. Elizabeth J. Johnson

Provost

American Public University System

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. Students 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 Komisarcik
Director and Disability Officer
303 W 3rd Avenue
Ranson, WV 25438
304-885-5252
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.
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 the appeal category and type and include the 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:

- Scan and email to 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 American Military University

As an equal opportunity educational system, American Military University (AMU) bases admission to our programs of study solely on the required documentation outlined in this section.

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

It is the responsibility of the student to ensure they 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 the student's responsibility to ensure they have access to a computer that does not restrict access to sites the student will be required to access during a course. If a student will be using a computer that is locked out of required sites or functions required for participation in a course, they should consult the course description and, once the course opens, the course syllabus, to verify any access needed. If the computer a student will be using is restricted from sites they will need for participation in the class, the student should drop the course before the end of the first week of the course until they can resolve the access issues.

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

- Programs Offered
- Programs with Additional 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 a student wants 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. A student will not be able to enroll concurrently in multiple programs while completing the NanoCert, but they may roll course credits earned in their NanoCert into a subsequent degree program as residential credit that does not apply towards a student's 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 Starting a 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 a student enrolls in one of these programs, they will not be able to register for a course until after their admissions representative has cleared them 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

General Admission Policies

Minimum Age of Attendance

You need to be at least 16 years of age to attend American Military University (AMU).

Admissions Identification Verification

In order to verify the identity of and protect the privacy of AMU 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. AMU 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:
    - Students in Army, Navy, Marine Corps, and Coast Guard: AMU will request the JST on behalf of the applicant upon submission of a TRA form.
    - Students in the Air Force and Space Force must submit a legible copy of a valid government issued photo ID such as a driver's license, state ID or passport.
- *All* military and veteran students (regardless of degree level) using Federal Student Aid as their primary payment type are also required to submit a legible copy of a valid government issued photo ID such as a driver's license, state ID or passport after they register for courses, if a valid form of identification has not been previously submitted during the enrollment process
- 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 - High School Verification

Students generally must have earned a high school diploma or its equivalent (GED or state issued certificates are accepted) in order to enroll in an undergraduate program at AMU. The credential must be 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.

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

As part of AMU's admissions process, new students to an undergraduate level program who have not earned a college credential must self certify on their admission application that they have completed secondary school as defined by state law in their state of residence. AMU reserves the right to request the diploma at its recognizance and may periodically request documentation of high school completion from eligible students as part of their admissions process.

AMU requires students who graduated from a non-U.S. high school to provide to AMU appropriate documentation of the secondary school credential, which may be obtained by contacting the non-U.S. high school or the Ministry of Education in the country where such education was completed. University personnel will review the credential for

equivalency to U.S. secondary education standards. AMU may require a student to submit to an external evaluation of their high school credential if AMU cannot determine equivalency or otherwise has reason to believe the credential may not be valid. The applicant is responsible for the cost of the evaluation.

U.S. military members and Veterans generally are not required to provide evidence of a non-U.S. high school credential for admissions purposes. However, if AMU has reason to believe the high school credential may not be valid, the University will require the applicant to provide a diploma. In the rare circumstance where it is impossible for a refugee, an asylee, or a victim of human trafficking to obtain documentation of a secondary school education in a foreign country, the applicant will work with their Admissions Representative to identify alternative submissions in compliance with U.S. Department of Education guidelines.

Applicants with a non-US high school credential who have earned 60 college credits or more that are applicable to their current degree plan may be eligible to get their high school credential requirement waived for purposes of admission. More details regarding standard international admission requirements can be found on our Admission of International Students page.

In all cases, students that AMU has reason to suspect do not possess a valid, accredited, high school credential will be asked to provide documentation of high school completion. Students may also be asked to provide a copy of their high school diploma or other credential as part of other AMU processes. In any instances where AMU questions the validity of the student's high school diploma, we will not accept self-certification as sufficient evidence. Admission may be revoked if it is discovered that an individual does not have a high school diploma or its equivalent that meets the requirements, 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 will be canceled.

Undergraduate Transfer Credit

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 AMU. More details regarding the transfer credit process can be found on our How to Transfer Prior College Credit page.

Master's and Graduate Certificate Admission & Transfer Credit

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

AMU may verify information that individuals submit, including information provided in the application for admission. AMU 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 AMU determines that information submitted is inaccurate or false or if AMU is unable to verify the accuracy of information submitted, individuals may be denied admission, denied registration in additional courses, and/or expelled from AMU, 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.

Military and Veteran Policies

All Military Students and Veterans

AMU 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. AMU 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

AMU 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 AMU or changes programs at AMU, 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 AMU 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.

Denial of Admission

To protect its character and standards and in furtherance of its mission, AMU reserves the right to deny or revoke admission to any applicant or current student, or student applying for re-enrollment or readmission, and otherwise cease communications with any prospective student, for the following reasons:

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

General Admission Documentation Requirements

Determining Required Documents

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

How to Track Documents

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

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

- If a student sees a status of **Student Action Needed** they need to take some action in order for this document to be received.
- Students will see a received date next to the name of a document once it has been received.
- Students will receive an auto-email to their 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 a student listed an accredited college or university on their Admission Application or Transfer Credit Application, we are unable to remove the entry from their Document Log until we have confirmed with their previous institution that they do not have a student record at that institution

Transcript Release Authorization Form

If a student submits a Transfer Credit Application, they will also need to send in their 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 a student's behalf, provided the college accepts third-party transcript requests. If the outside institution does not allow third-party requests, we will contact the student with information on how to request a transcript. If a student chooses to send official transcripts themselves, 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 a student's admission record sent to:

American Public University System
ATTN: Document Services
303 West 3rd Avenue
Ranson, WV 25438

Admission Document Policies

Registration Eligibility

- **Undergraduate Students**: A student must submit all required documentation within 12 weeks of starting their first course or they will be blocked from future registration. However, the student will NOT be dropped from any current registrations solely for missing the 12-week deadline.
- **Master's Students**: If a student enrolls in a master's level program, graduate certificate, or graduate non-degree-seeking program they must provide documentation of their undergraduate bachelor's or higher degree conferral from an institution whose accreditation is recognized by CHEA. A student will not be eligible to register for courses until they have demonstrated conferral of an undergraduate a bachelor's degree or higher and any additional admission requirements.
    - A student may provide an unofficial graduate or bachelor's diploma, transcript, or official letter of pending graduation in a bachelor's or higher degree to their admissions representative for review. Once the admissions representative reviews the diploma, transcript, or official letter, a student may be permitted to register for courses, provided their selected program does not have any additional admission requirements. A student must submit official transcripts within 12 weeks of starting their first course or they will be blocked from future registration. However, the student will NOT be dropped from any current registrations solely for missing the 12-week deadline.
    - If a student completed a bachelor's or master's degree with APUS, they will not be required to provide an official transcript to enter into a graduate program with the university, but they may be asked to provide additional documentation based upon their 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**: Students will not have a **COMPLETE** admission status on their record until all documents listed in their document log have been received.
- **Document Ownership**: Once a student submits a document for admission or for transfer credit, it is considered a permanent part of their student record and the property of American Public University System. We will not return any admission documents to the student.

Exceptions to the policy may be considered by the President or their designee and any approved exceptions to the policy must be documented, including the reasons for and effective dates of the exception.

Academic Goal - Program Level or Course Type	**Required Documents to Complete a Student Record**
Entry into an Associate or Bachelor's Program with no previous college coursework completed	Self-certification during application and Student Rights and Responsibilities of a standard high school diploma or equivalent as listed in General Admission Policies. Students may be asked to submit supporting documentation.
Entry into an Associate or Bachelor's Program with previous college coursework completed but not yet earned a Bachelor's	• Self-certification during application and Student Rights and Responsibilities of a standard high school diploma or equivalent as listed in General Admission Policies. Students may be asked to submit supporting documentation. • Transfer Credit Application

degree (Transfer Students)	• Signed TRAs to acquire official transcripts from the accredited undergraduate institutions where previous coursework was taken • All documents listed in the Document Log
Entry into a Undergraduate Program with an Associate or Bachelor's Degree completed	Official transcript showing earned credential conferred from an institution accredited by an accrediting body recognized by CHEA All additional documents listed in the document log.
Entry into an Undergraduate Certificate Program	Self-certification during application and Student Rights and Responsibilities of a standard high school diploma or equivalent as listed in General Admission Policies. Students may be asked to submit supporting documentation.
Entry into an Undergraduate Non-Degree-Seeking Program	Self-certification during application and Student Rights and Responsibilities of a standard high school diploma or equivalent as listed in General Admission Policies. Students may be asked to submit supporting documentation.
Entry into an Undergraduate Audit Course	Self-certification during application and Student Rights and Responsibilities of a standard high school diploma or equivalent as listed in General Admission Policies. Students may be asked to submit supporting documentation.
Entry into a Master's Program	A student 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 CHEA. If a student has prior graduate credit, they may submit a TCE Application to have credit evaluated toward their degree, but it is not required.
Entry into a Graduate Certificate Program	A student 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 CHEA. If a student has prior graduate credit, they may submit a TCE Application to have credit evaluated toward their 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 additional admission requirements. Due prior to course registration.
Entry into a Graduate Non-Degree-Seeking Program	• 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. • 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.
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 American Military University (AMU) is defined as any student who does not hold U.S. citizenship. AMU reserves the right to require additional documentation from the requirements set forth in its policies and procedures for admission as it deems appropriate or as may otherwise be required by law. International students should also refer to the Countries Denied Admission page.

International students may not enroll as a non-degree seeking student nor may they enroll in the following programs: Associate of Arts in Interdisciplinary Studies and Bachelor of Arts in Interdisciplinary Studies. AMU may make discretionary exceptions for students required to fulfill prerequisite admission requirements to progress in an AMU degree program.

English Proficiency Requirement

English is the official language of American Military University. 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.

AMU 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 AMU 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 an 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. Students should contact their admissions representative or review our English Proficiency Requirements to verify if they would be covered by this exemption.
- Readmissions: Any international students who are currently disenrolled but requesting readmission to AMU will be required to fulfill this admission requirement unless they already successfully completed an AMU 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 AMU 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 or fax to 304-724-3788. Examples of acceptable scores for common English proficiency tests

are provided below. If applicants have questions about a particular test or score not listed, please contact info@apus.edu.

Minimum Test Scores Accepted

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

Review the TOEFL and IELTS websites for more information.

Spanish Language Programs - Spanish Proficiency Requirement

In AMU's Spanish language programs, Spanish is the language of instruction. All classroom requirements are to be completed by the student in Spanish without the use of any translation. To ensure that students have the opportunity to succeed in our courses, students who are not citizens of countries where Spanish is the official language of instruction may be asked to provide verification of Spanish proficiency in order to enroll for academic credit in any of our courses.

AMU accepts a variety of Spanish proficiency exams including DELE (Diplomas de Espanol como Lengua Extranjere), Siele (Servicio International de Evaluacion de la Lengua Espanola), CELU (Certificado de Espanol Lengua y Uso),

TELC Spanish (The European Language Certificates), and GCSE Spanish (General Certificate of Secondary Education). AMU also accepts ALTA Language Services (reading and writing only). Test results are accepted from an approved vendor list that is managed by our admissions team and approved by the Vice President of Enrollment Management. These examinations are reviewed yearly to ensure that these tests and the acceptable sources meet AMU criteria, and the list may change occasionally based on approval by the Vice President of Enrollment Management. Student will be blocked from registration, or dropped from any initial registration, if it is determined that Spanish proficiency is required to complete the admissions record.

Exemptions

Previous Degrees

For undergraduate, masters & graduate certificate programs, students who have earned an associate or higher degree from an institution based in a country where Spanish is the language of instruction, accredited or approved by national standards or the applicable Ministry of Education. A credential evaluation may be required to ascertain U.S. equivalency.

Citizenship

Students who are citizens of certain countries, where Spanish is the only official language, may be exempt from this testing requirement. Students who are citizens of Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Spain, Uruguay, and Venezuela are currently exempt, as well as United States citizens who earned a high school equivalency in Puerto Rico. Students with questions should contact their admissions representative.

Readmissions

Any student seeking to enroll in Spanish programs who are currently disenrolled but requesting readmission to AMU will be required to fulfill this admission requirement unless they already successfully completed a Spanish AMU course in the past with a grade of C or higher.

High School Graduates

Students who can supply an official transcript of graduation from a high school based in a country where Spanish is the language of instruction, accredited or approved by national standards or the applicable Ministry of Education. A credential evaluation may be required to ascertain U.S. equivalency.

Submitting Test Results

Students may also send their own scanned copy of their DELE, SIELE, CELU, or other acceptable test results to info@apus.edu or fax to 304-724-3788. In general, AMU requires a minimum level of B2 for undergraduate courses and a minimum level of C1 for graduate courses, based upon the Common European Framework of Reference for Languages. Examples of acceptable scores for common Spanish proficiency tests are provided below. If applicants have questions about a particular test or score not listed, please contact info@apus.edu.

Minimum Test Scores Accepted

	Undergraduate Minimum	Graduate Minimum
ALTA	Advanced (9-10)	Advanced (9-10)

DELE	60 (30 points in each section) at level B2	60 (30 points in each section) at level C1
SIELE*	B2	C1
CELU*	B2	C1
TELC*	B2	C1

*Based upon the Common European Framework of Reference for Languages levels. Each exam's scoring will be converted or correspond to one of these levels.

Non-U.S. Transcripts

If a student has transcripts from outside the U.S., they 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 a student is enrolling in an undergraduate level program, and for graduate-level programs to verify that a student has 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 a student wishes to have their previous non-U.S. college work reviewed for potential transfer credit.

Accepted Credential Evaluation Service Organizations

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

- Commission on Graduates of Foreign Nursing Schools (CGFNS) – AMU 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 Military University
Attn: Document Services
303 West 3rd Ave
Ranson, WV 25438

Undergraduate Admissions - High School Verification

A student must have earned a standard high school diploma or its international equivalent in order to enroll in an undergraduate program at AMU. If a student is enrolling in an undergraduate level program and has a high school credential from a non-U.S. high school, AMU requires students who graduated from a non-U.S. high school to provide to AMU appropriate documentation of the secondary school credential, which may be obtained by contacting the non-U.S. high school or the Ministry of Education in the country where such education was completed. University personnel will review the credential for equivalency to U.S. secondary education standards. AMU may require a student to submit to an external evaluation of their high school credential if AMU cannot determine equivalency or otherwise has reason to believe the credential may not be valid. The applicant is responsible for the cost of the evaluation. U.S. military members and Veterans generally are not required to provide evidence of a non-U.S. high school credential for admissions purposes. However, if AMU has reason to believe the high school credential may not be valid, the University will require the applicant to provide a diploma.

If required to submit an external evaluation, a student must request that the educational agency interpreting their high school credential send an official degree-only report directly to AMU. The report must verify that the student's high school credential is at least the equivalent of a U.S. high school. Military and Veterans are exempt from this requirement. If a student has earned 60 college credits or more that are applicable to their current degree plan, they may be eligible to get the high school credential requirement waived. More details regarding the high school requirement can be found on our General Admission Policies page.

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

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

Exception for Canadian Institutions

If a student has applied for a transfer credit evaluation and is requesting transfer credit for coursework taken at a Canadian Institution, they are not required to get an International course-by-course evaluation of the Canadian transcript if it meets the following criteria, although the student 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 a student is enrolling at AMU in a master’s or graduate certificate program and their bachelor’s or higher degree is

from a non-U.S. institution, they must request the educational agency interpreting their non-U.S. college-level transcript to send an official degree-only verification report directly to us. The report must verify that the student earned the equivalent of a bachelor's degree from an institutional accredited institution in the United States.

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

If a student has also completed graduate-level course work at a non-U.S. institution and wishes to have this credit reviewed for potential transfer credit, they will also need to submit a Transfer Credit Application at AMU 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 a student wants to try to transfer credit to AMU.

Exceptions

Canadian Institutions

A student does not need to have their transcript evaluated by an educational agency for degree only verification for admission into one of our graduate programs if their 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.

Mexican Institutions

A student does not need to have their transcript evaluated by an educational agency for degree only verification for admission into one of our graduate programs if their degree was from a Mexican institution that meets these conditions:

- The conferred degree includes completion of all courses or professional exams required for the titulo Licenciado (Bachelor's degree), AND
- Proof/documentation of one of the following conditions:
    - Autonomous public university status of degree granting institutions (institution is autonomous/chartered); OR
    - Valid RVOE (Reconocimiento de Validez Oficial de Estudios or Official Recognition of the Validity of Studies) for the exact program on the transcript (federal or state)
- As applicable, Cédula profesional (professional license) verification via the DGP (Dirección General de Profesiones or General Directorate of Professions) registry.

The student will be asked to supply an official transcript that shows evidence that the degree was awarded, although an unofficial transcript or diploma will suffice for admission as long as the conditions above are met.

Students with degrees that do not meet these conditions will be required to have their transcript evaluated by an educational agency for degree only verification. AMU reserves the right to request a full credential evaluation for any Mexican credential at any time and in its sole discretion.

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.

Please e-mail info@apus.edu with any questions regarding international document requirements.

Countries Denied Admission

APUS does not admit international students to our institution who reside in countries that are on the Office of Foreign Assets Control (OFAC) sanction list as it applies to educational entities, as well as countries that do not align with our business practices. Individuals who are citizens of these nations and who reside elsewhere outside the United States may appeal for admission to the university. U.S. citizens who reside in these nations may also be denied admission at university discretion.

APUS does not admit students ordinarily resident in Cuba, Iran, North Korea, Syria, Russia, China, or in the following regions: Crimea, Donetsk People's Republic (DPR), and Luhansk People's Republic (LPR).

Admission of Concurrent High School Students

Students who are still in high school and at least 16 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

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

- If a student is under the age of 17, they will need to have an Enrollment Waiver Form signed by their 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 applicants 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.

Admission of any Student Under 17

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

High school documentation is required as listed in the General Admission Policies.

If a student also has not yet completed the equivalent of high school, please see Admission of Concurrent High School Students.

If applicants have any more questions regarding enrolling, or need a copy of the Enrollment Waiver Form, please contact us at 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 a student has an IEP certificate of completion, or Technical/Vocational diploma, they may choose one of the following options to gain admission to one of our degree programs, but they will likely not be eligible to use Federal Student Aid of any kind to cover their tuition costs.

- Students may seek admission as a non-degree seeking student, which means they must enroll in Individual Courses/Undergraduate Courses for Transfer as their program. Once a student has completed 12 semester hours at APU with a GPA of 2.0 or above, they may apply to change to enroll in a degree program. If a students requests to change their 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 their request.
- Students 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, students will not be able to register at APUS until we have received and been able to verify this on their official transcript, unless they 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 a student has an IEP certificate of completion, or a Vocational/Technical high school diploma, per federal guidelines they will not be eligible to use federal student aid, despite being admitted to a degree or certificate program, unless they already were approved for and have used federal student aid prior to 2012.

Admission of Home-Schooled Applicants

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

High school documentation is required as listed in the General Admission Policies.

Students should contact info@apus.edu with questions about being admitted as a home-schooled student.

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

If a student wants to check if their high school diploma will be accepted, they should check with the state or county Board of Education in the location where their high school is based to verify that they recognize diplomas issued by the student's 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.

Students should contact info@apus.edu with questions regarding their high school diploma.

First Course Recommendations

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

Effective July 2019

English Course Recommendations

- For students seeking to strengthen their essay writing skills, ENGL101 (Proficiency in Writing) identifies each of the building blocks of writing and reintroduces basic grammar and sentence structure. Students will have the opportunity to practice each new skill in a safe and supportive environment
- Students who have taken a college-level writing course, and are confident in their ability to create clean, error-free prose should register for ENGL110 (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 MATH100 (Pre-Algebra).
- Students who have taken Pre-Algebra, but not a college-level Algebra course, should enroll in MATH101 (Introduction to College Algebra), MATH110 (College Algebra), or MATH125 (Math for Liberal Arts Majors).
- Students who are confident in their college-level Algebra abilities should enroll in MATH111 (Trigonometry).

Students should contact their admissions representative at info@apus.edu with questions regarding their course planning. A student's admission representative will also be happy to assist with course registration, recommend course progression, and discuss course load.

How to Transfer Prior College Credit

American Military University (AMU) is student-focused and committed to awarding as much transfer credit as possible to our students.

Here is how students can initiate the Transfer Credit Evaluation (TCE):

- Log into the student ecampus and click Transfer Credit Application under the ACADEMIC PLAN & FORMS Menu at the top of the screen.
- If students would like for us to request all of their transcripts, please complete and upload the Transcript Release Authorization (TRA) form(s). To locate the TRA form(s):
  - Log into the ecampus and click TCE Request Form under the ACADEMIC PLAN & FORMS, COMPLETED FORMS section.
  - Students will notice a blue link with their previous college(s) listed. Click on the link to print the TRA form(s); then sign and return it to us.
  - Instructions for uploading the TRA form to the Document Log are included at the top of the TRA form. If students are unable to upload their TRA form, they can scan and email it to 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 the student. Additionally, the Document Log in a student's ecampus will indicate “Student Action Needed” next to the name of the institution. In these instances, students will need to request the official transcript. The transcript must arrive directly from the sending institution or from the student in an unopened/sealed envelope to be considered official.

*The Document Services team will order a student's transcript within two business days of receipt of the signed TRA form. A student's transcript will arrive based on their previous institution's processing time; schools that provide eTranscripts may take as little as two business days, and schools that provide physical transcripts may take up to four weeks.

Here’s what students need to know about the TCE process:

- If students are active-duty member of the United States Army, Navy, Marine Corps, or Coast Guard, they are required to submit a TCE Application. A Joint Services Transcript (JST) will be automatically added to the student's document log and will be ordered. 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.
- Students 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. *Students should include their student ID and ACE ID number on each document. This entry will appear as Student Action Needed on the Document Log page.
- Students 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.
- *This entry will appear as Student Action Needed on the Document Log page.
- If all required documents are not received within 8 weeks from the date the student's first course begins, they will be prevented from future course registrations until all documentation is received.
- As the documents a student selected for credit evaluation arrive, they will be added to the student's record and the document log entry status will be updated to reflect a "Received" status. To view the status of incoming documents, students can log into the Document Log by clicking **Document Log** under the **Academic Plan & Records** dropdown at the top of the ecampus. The student Document Log will appear and they will be able to view the status of the documents.

Only after **ALL** documents the student has listed for review have been received, will their file be 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 students may transfer also depends on their 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 a student's program requirements. The university reserves the right to determine the acceptance and applicability of residential credit for all programs, including newly established programs.

Please note AMU 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 AMU
- Associate – up to 45 transfer credits accepted
- Bachelor (Reduced-Hour) - up to 66 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

The figures above apply to most programs at each 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 non-traditional credit. There are guidelines on the amount of non-traditional 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 non-traditional credit
- Bachelor (Reduced-Hour) - 45 of the 66-credit transfer maximum can be non-traditional credit
- Bachelor – 60 of the 90-credit transfer maximum can be non-traditional credit
- Master – 9 of the 15-credit transfer maximum can be non-traditional credit
- Dual Master – 9 of the 15-credit transfer maximum can be non-traditional credit

The figures above apply to most programs at each 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 AMU Course Prefix	Age Limitation	Transfer Credit Award Policy

Information Technology Design (DSIN) Information System Security (ISSC) Information Technology Management (ITMG) Data Science (DATS) Computer Science (CSCI)	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 AMU course offering.
Enterprise Development (ENTD) Information Security Planning (INFO) Computer Information System Technology (ITCC) Web Development (WEBD) Information Technology Network (ITNW)	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 AMU course offering.
Political Science* (POLS)	10+ Years	Political Science courses that exceed 10 years in age will not be considered equivalent to any AMU 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 AMU 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 AMU 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 a student's completed courses from their college may transfer to AMU, please visit the Transfer Credit Evaluation Center.

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
- Enrollment Status Definitions & Requirements for Federal Student Aid (FSA)
- Enrollment Intensity Definitions & Requirements for the Federal Pell Grant
- Satisfactory Academic Progress (SAP)
- Code of Conduct - Student Loans
- California Residents

APUS Student Fees

Fee	Amount
Admission Fee	$0
Drop Fee (before Week 2)	$0
Master's Comprehensive Exam (0 credit hour courses only)*	$250
Graduation Fee: Associate Degree	$250
Graduate Fee: Bachelor and Master Degree	$350
Completion Fee: Certificate	$25
Registration Fee	$0
Registration Late Fee (non-refundable)	$50
Master's-level Technology Fee (per course)	$85
Undergraduate Prior Learning Assessment Fee	$250
Graduate Prior Learning Assessment Fee	$325
Transcript[1] (each): Official Electronic Transcript Official Paper Transcript	 $15 $20
Average Course Material Costs	$100

*3 credit hour courses are charged at the per hour rate

[1]Plus applicable state and local sales tax

APUS Tuition

8- and 16-Week Sessions *(3 semester hours)*	**Cost per Course**
Academic Credit: Undergraduate $360 per credit hour/Preferred Military Rate of $250 per credit hour*	$1080/$750*
Academic Credit: Master's Level $470 per credit hour/Preferred Military Rate of $250 per credit hour*	$1410/$750*
Doctoral	View programs for pricing details
Auditing a Course	$300

8- and 16-Week Sessions *(4 semester hours)*	**Cost per Course**
Academic Credit: Undergraduate $360 per credit hour/Preferred Military Rate of $250 per credit hour*	$1440/$1000*
Academic Credit: Master's Level $470 per credit hour/Preferred Military Rate of $250 per credit hour*	$1880/$1000*
Doctoral	View programs for pricing details
Auditing a Course	$400

For more information, please refer to APUS' detailed Cost of Attendance.

***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, which is applied automatically, supersedes all other university grants and special rates, and cannot be combined with any other special promotions. Please note that a technology fee applies to master's-level courses.

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-level courses and a 15% Veteran Grant 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.

Opportunity Grant: All non-Military or Veteran affiliated students are eligible to receive a 10% Opportunity 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.

Effective in January 2024, APUS processes tuition invoices for U.S. Military Tuition Assistance, Veteran's Readiness and Employment Benefits, and select corporate partners beginning 9 weeks after course start. Students may continue to attend courses and register for additional courses while waiting on invoicing so long as there are no other charges or holds on the student's account.

APUS Tuition Refund Schedule

Tuition Refunds - Course Start or During Week One

Students will receive a 100% refund of tuition if they drop the course before or during week 1 of the course**.**

- Refunds through week one DO include 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 a student's course session.

Students should use the tables below to find their potential refund amount based on the session length of their course and in which week of the course session they submitted their 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

Withdrawal Request Date	Tuition Refund Percentage
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 11through 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 Week 5	40%
During Weeks 6 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

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

Students 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 students 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
- Veteran's Benefits
- Veteran Readiness and Employment Service (VR&E), Chapter 31 Funding

Students 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 are proportional to the length of the course and ensure course tuition is paid before 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, a student must be registered for credit-bearing courses. Audit students are not eligible for ADP.

ADP Eligibility

To be eligible to use ADP, students must:

- Have declared an undergraduate or graduate degree as their 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

Students may pay their tuition and any other charges with a Master Card®, Visa® or Discover® card.

Department of Defense Training Funds

If a student serves in the military or the Federal Civil Service, they should contact their Education Services Officer (ESO) or Civilian Training Representative to find out if they 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 a student's job. If eligible, a student 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. Students should check with their 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, students will need to pay upfront if their employer requires a specific minimum final grade before a guarantee of tuition payment can be made. We recommend considering using our ADP Payment option if the student falls under this employer reimbursement system. Students can learn more at our AMU or APU tuition & finance site.

Employer Voucher Requirements

- A student's 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, students must obtain their 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, students must choose "Employer Voucher" as payment type and enter the EIN.

Federal Government Employee Tuition Reimbursement

If a student is a full-time employee of the federal government, they may be eligible for reimbursement of their tuition and course material costs associated with their 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 the student's immediate supervisor and their local Civilian Training Director confirming the course to be directly related to their 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.

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

Federal Student Aid

An APUS student 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.

Students should visit our AMU or APU tuition & finance site to determine Federal Student Aid eligibility.

Federal Grants

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

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

Students at APUS 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 students pay for school as we are to helping them start and finish it. Here are just a few ways we support our military students:

- Low tuition rates to help limit students' 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 partners, 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 partners, siblings and dependents providing no-cost ebooks for master's-level courses.
- Possible transfer credits for students' 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 students start this process at least four weeks prior to their course start date.

1. Apply for admission to our university and print the degree plan.
2. Register for courses, selecting Military TA payment type; all branches require registration prior to approval.
3. Students should meet with their Education Services Officer (ESO) for a briefing on TA.
4. Request required TA forms through the ESO or branch education portal for each course with a unique start date (use TA school code 3389A).
    1. **Air Force students** will use the Air Force Virtual Education Center to request TA. After the TA request is approved, it will be sent electronically to AMU for processing.
    2. **Army students** will use the ArmyIgnitED Portal to request TA. After the TA request is approved, it will be sent electronically to AMU for processing.
    3. **Coast Guard, Marine Corps, and Navy students** will submit an application through the WebTA portal. After the TA request is approved, provide AMU with a copy of the signed TA voucher by uploading it through the secure My Documents portal.
5. Students should contact the financial aid office at finaid@apus.edu if they plan to use multiple sources of aid, such as Federal Student Aid (FSA) or other scholarships.

Branch Specific Information

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

Air Force: Students will use the Air Force Virtual Education Center to complete TA requests.

- Fiscal Year Cap: $4,500 tuition
- TA Request Deadline: Midnight the night before the course start date
- TA Registration start: 45 days before the course start date
- Helpline: 877-596-5771, Option 7

Army: Students will use the ArmyIgnitED Portal to complete TA requests.

- Fiscal Year Cap: $4,500 tuition or 18 semester hours (whichever comes first)
- TA Request Deadline: 7 days before the course start
- TA Registration start: 60 days before the course start
- Use the Help Desk within ArmyIgnitED

Coast Guard: Students will use the WebTA portal to complete TA requests.

- Fiscal Year Cap: $4,500 tuition
- TA Request Deadline: 7 days prior to the course start date (not counting the course start date)
- TA Registration start: 90 days prior to the course start date
- Form ETQC 1560
- Contact ETQC-SMB-TAG@USCG.MIL for assistance

Marine Corps: Students will use the WebTA portal to complete TA requests.

- Fiscal Year Cap: $4,500 tuition
- TA Request Deadline: 1 day prior to the course start date
- TA Registration start: 60 days prior to the course start date
- Form NAVMC 10883

Navy: Students will use the WebTA portal to complete TA requests.

- Fiscal Year Cap: $4,500 tuition or 18 semester hours (whichever comes first)
- TA Request Deadline: 7 days before the course start date
- TA Registration start: 120 days before the course start date
- Form NAVEDTRA 1560/5
- Help Link: 833-330-6622

Military Spouses

The SpouseWorks (formerly MyCAA) scholarship program provides tuition assistance to eligible military spouses. Follow these steps to pay for tuition using SpouseWorks benefits:

1. Visit the SpouseWorks portal to register for the program.
2. Apply for admission and select MyCAA in the Affiliations and Memberships drop-down menu in the Complete your Profile section.
3. Inform an admissions representative of the intent to use SpouseWorks.
4. Complete steps for admission and transfer credit (if applicable).
5. Register for the approved SpouseWorks courses selecting Employer Voucher as the method of payment.
    - Enter the employer name: Military Spouse Career Advancement Accounts
    - Enter the employer address: 2107 Wilson Boulevard, Suite 100, Arlington, VA 22209
    - Enter the EIN number: 111111111
6. Request a Scholarship Education and Training Plan once the transfer credit evaluation has posted to the academic plan and course registration(s) have been placed.
    - Please note: If the student's name appears differently in the Defense Enrollment Eligibility Reporting System (DEERS) from what their student account reflects, the student must update their name with AMU. The student can complete this by emailing recordupdates@apus.edu. Once this is complete, the student can email mycaa@apus.edu with their full name and answer to their security questions on file to request their Scholarship Education and Training Plan.
7. Upload the approved plan into the SpouseWorks portal.
8. Log into the SpouseWorks portal and save a copy of the confirmed Financial Assistance (FA) award. Students can upload the FA award through the secure My Documents portal, or email it to ta@apus.edu.

More Military TA Info

These websites offer information on additional benefits that may be available: to help students find answers about their military TA needs.

- Aid for Military Families
- VA Education and Training Benefits

Outside Scholarships

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

For more information on outside scholarships, please visit our AMU or APU tuition & finance site.

State Grant Programs

We encourage students to research grants from the state in which they currently reside. To find out more about grants in a student's home state, please contact our Financial Aid Office.

West Virginia Higher Education Grant

The West Virginia Higher Education Grant is a need-based financial aid program designed to ensure West Virginia students who have financial need are given an opportunity to pursue a college education. Graduate students do not qualify.

Award Amounts

Award amounts are based on demonstrated financial need and may be used in conjunction with other forms of state, federal, and institutional financial aid. Awards may vary from year to year and are contingent upon annual funding by the WV State legislature.

The grant may be renewed until the student's course of study is completed but may not exceed an additional three academic years beyond the initial award.

Eligibility Requirements

In order to qualify for a West Virginia Higher Education Grant a student must meet all eligibility requirements which include:

- A citizen of the United States
- West Virginia residency for at least 12 months before the date of application
- Be a high school graduate or earned a General Education Development (GED diploma)
- Demonstrate an established level of financial need
- Demonstrate academic promise
- Enroll at a participating institution as a full-time undergraduate student
- Have not previously earned a bachelor's degree

Application

To apply students must file the FAFSA as soon as possible and no later than April 15th of the year for which they plan to enroll in school.

Contact

Financial Aid Advising
Email: finaid@apus.edu (doctoralfinance@apus.edu for doctoral students)
Phone: 877-755-2787

Learn more about the WV Higher Education Grant.

West Virginia HEAPS Grant Program

The goal of the Higher Education Adult Part-Time Student (HEAPS) Grant Program is to encourage and enable West

Virginia students who demonstrate financial need to continue their education on a part-time basis at undergraduate institutions of higher education.

Award Amounts

For students enrolled part-time at APUS, the award is based upon the average per credit hour tuition and required fees charged. Total aid, including a HEAPS award, may not exceed the recipient's total cost of attendance.

Recipients are selected each year by institutions based on the student's eligibility and the availability of funds. Awards will be made on a first come, first served basis. Students will be made aware of their award through the school.

The WV HEAPS grant award can be renewed until the program of study is completed but cannot exceed an additional nine years beyond the first year of the award. Renewal consideration will be based on meeting satisfactory academic progress, filing the Free Application for Federal Student Aid (FAFSA), demonstrating financial need, and completing an institutional application.

Awards are contingent upon annual funding of the program by the West Virginia State Legislature.

Eligibility Requirements:

- A West Virginia resident for at least 12 months prior to applying
- Citizen or a permanent resident of the United States
- Submit the Free Application for Federal Student Aid (FAFSA) at StudentAid.gov/FAFSA
- Have a high school diploma, TASC (formerly GED) or high school equivalent
- Demonstrate financial need as verified through submission of the FAFSA;
- Not be in default on a higher education loan
- Not incarcerated in a correctional facility
- Is in compliance with all Standards of Academic Progress

Application

To apply, and for priority consideration, students must file the FAFSA for the award year during which they plan to enroll. Students identified as eligible may be asked to complete additional certifications.

Contact

Financial Aid Advising
Email: finaid@apus.edu (doctoralfinance@apus.edu for doctoral students)
Phone: 877-755-2787

Learn more about the WV HEAPS Grant.

Veteran's Benefits

Students interested in applying for VA Educational Benefits should complete an application for benefits on the VA website. Please note that the VA Certifying Official (VACO) at APUS cannot determine if students are eligible for VA Educational Benefits. The Department of Veterans Affairs may approve or deny benefits, based on the information provided on the application.

Students who 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 program. When applying online, the application will be electronically submitted to the VA Processing Center.

Students should print an application and confirmation page for personal records, before completing the online application. Once the VA has completed a review of a student's application, the VA will mail a Certificate of Eligibility (COE), outlining the entitled chapter benefit and the number of months of benefit available for use. A copy of the COE is not submitted to the school. APUS requires students to fax, 877-480-4236, or email, VAQuestions@apus.edu, a copy of the COE to the school.

Students transferring or receiving transferred benefits

Students who are receiving benefits transferred 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 a student has been transferred Chapter 33 benefits, the VA will send 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 prompt form processing, students should complete the application for VA benefits.
- Students who have never used VA benefits should complete the 22-1990.
- Veterans transferring the Montgomery GI Bill® (Chapter 35) to a spouse or dependent, should complete the 22-5490.
- Veterans transferring the Post 9/11 GI Bill® (Chapter 33) to a spouse or 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 the completed VA paperwork and students have successfully enrolled in a class. Once the paperwork is processed and students have started classes, the VA Certifying Official will electronically submit the Certification of Enrollment (22-1999) to the VA. All VA enrollment verifications will be submitted after the session drop period, beginning the second week of courses. Once enrollment has been submitted, students will receive an email from the VA as verification.

WAVE Enrollment Verification

The VA requires that students using GI Bill ® benefits (excluding Ch. 33) verify their enrollment monthly. Verification begins on the last day of the month that courses students are enrolled in. Students will not receive VA benefits if they do not verify through WAVE. Please note that it may take up to 6 weeks for enrollment information to be available in WAVE. Attendance can be verified through the WAVE website or by calling the VA at 1-877-823-2378.

VA Payments

Students using 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 monthly attendance and not semester attendance. Payments are sent from the VA by direct deposit or check after a student has verified their monthly attendance through WAVE. APUS requires students using Chapters 30, 32, 35, 1606, and 1607 to make payment arrangements with the University before 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 with the University before course access. Current VA payment rates may be viewed on the VA's website.

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 that the housing allowance is pro-rated based on 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 a 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.

VA Consent to Enrollments Submitted

When a student selects a VA payment option (Ex. Ch. 33 payment) at the time of registration, they are consenting that they wish to have their enrollment for that particular course(s) submitted to the VA on their behalf. Students who select a payment other than VA during registration will be prompted for consent to have the course(s) submitted to the VA on their behalf. Students who register before 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 enrollment has been submitted to the VA, students will receive an automated email from the VA notifying them that the enrollment has been received.

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 met or exceeded the yearly tuition cap. As a participating university in the Post 9/11 GI Bill® Yellow Ribbon Program, AMU agrees to make additional funds available for a qualifying student's education program without an additional charge to their GI Bill® entitlement.

It is important that students designate themselves as an active-duty service member or veteran when completing the university's admission application. Current students are encouraged to check their contact information to be sure it shows their current military status and update if necessary.

Students should visit the VA Benefits website to determine if they may be eligible for this benefit. Eligible students must complete a Yellow Ribbon Application Form for courses for which they are using Post 9/11 GI Bill® funding. Students may contact VAQuestions@apus.edu for questions about this program.

Term (Course) Drops/Withdrawals

A 22-1999 enrollment verification will be sent to the VA by the school VACO within 30 days of a change of enrollment, which may include a course drop or withdrawal. VA enrollments will be adjusted or terminated as of the date of student drop/withdrawal. A drop or withdrawal after the first date of the term may result in a VA request for repayment of BAH, Books/Supplies, or tuition from the student as of the date of the enrollment change.

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 before the mitigating circumstance is reported. Learn more about 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.

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.

Course Extensions

Please note that if a student is granted a course extension from their professor, they will *not* receive VA benefits during the extension period. The VA will automatically discontinue benefits on the day after the 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 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 their current program of study. Any courses that are deemed not applicable to the student's current degree program will be considered excessive credits and an enrollment for the courses will not be submitted to the VA. If a previously submitted enrollment results in an excessive credit, the enrollment must be terminated. The resulting termination will likely result in a reduction in tuition and fees, BAH and/or books and supplies payment for the course/term and may require repayment of this debt.

Prior Credits

The VA requires that all prior credit must be evaluated by APUS before 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.

Student VA Tuition & Fees Debts

A debt is established on the student for tuition/fees/Yellow Ribbon when:

- The student withdrew after the first day of the term.
- The student reduced hours whether the reduction occurred before or during the term.
- If the student attended more than one day of any of the classes certified and a payment has been issued, any debt created by the withdrawal should be charged to the student.
- The school submitted a change in enrollment (1999b) and reported a reduction in tuition, fees, and/or Yellow Ribbon due to student action reducing or terminating training.
- If a student drops a course and adds a course so that there is no net change in training time, any change to tuition, fees, and/or Yellow Ribbon is a student debt.

Learn more about additional information and helpful websites for GI Bill® information & Veteran success.

*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.

Applying for Benefits

Students interested in applying for VA education benefits (GI Bill® benefits) should complete an application for benefits on the VA website. Students should note that the VA School Certifying Officials (SCO) at APUS cannot determine if a student is eligible for VA education benefits. The Department of Veterans Affairs may approve or deny benefits, based on the information provided on the application.

When completing an application for benefits, please use the following information for the school:

American Public University System
111 West Congress Street
Charles Town, WV 24515

"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 certifications cannot be submitted to the VA until APUS receives a copy of a student's Certificate of Eligibility (COE) and they have successfully enrolled in a class. Once the student's COE is processed and they have started classes, the VA School Certifying Official (SCO) will electronically submit their enrollment certification to the VA. All VA enrollment certifications will be submitted after the session add/drop period. Once a student's enrollment has been submitted, they will receive an email from the VA as verification.

Enrollment Verification

The VA requires that any student using GI Bill® benefits verify their enrollment monthly at the end of every month after their courses begin. Students can verify their enrollment online, via text message, via email, or by calling the Education Call Center (ECC) at 888-442-4551. For more information regarding monthly enrollment verification, students can visit the VA website.

Using Tuition Assistance and GI Bill® Benefits

Federal law prohibits active duty servicemembers from receiving VA education benefits for the same course tuition for which they receive Military Tuition Assistance (TA). If a student is using Chapter 33 benefits, TA must be applied to the registration first, and any remaining tuition can be submitted to the VA under Chapter 33 benefits. Active duty servicemembers who are eligible for Chapter 30 benefits can use non-active-duty TA in conjunction with VA education benefits. Students who are using Chapter 30 benefits and who are approved for active duty TA may use Tuition Assistance Top-Up if the course cost is not fully funded by TA.

Students who wish to apply for TA Top-Up should contact VAQuestions@apus.edu to request a TA Top-Up Request Form. APUS will submit an enrollment certification to the VA to include the amount of tuition and fees not funded by TA. ***Please note*** that the use of Top-Up will exhaust a portion of a student's GI Bill® benefits. For more information regarding the Top-Up option, please visit the VA website.

VA Payments

Students using Montgomery GI Bill® benefits (Chapters 30, 35, and 1606) will receive monthly payments from the VA based on their monthly enrollment status. Payments are sent from the VA after students have verified their monthly attendance. APUS requires students using Chapters 30, 35, and 1606, to make payment arrangements with the university prior to the start of courses. An enrollment certification will not be submitted to the VA until payment arrangements have been finalized.

Tuition and fees for Chapter 33 are paid directly to APUS. If a student is not receiving the 100% benefit rate, payment arrangements for the remaining amount will need to be made to the university prior to course access being granted.

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 including assessment of late fees, denial of access to courses, library resources, or other student services. Additionally, there is no requirement that a covered individual borrow additional funds due to delayed VA payment. This information pertains to students with a primary payment type of Post 9/11 GI Bill® or Veteran Readiness and Employment (VR&E Chapter 31). Additionally, if APUS is notified by the VA that the student has exhausted VA entitlements or is not eligible for VA education benefits, the student will be responsible for tuition and fees and APUS collection policies will apply.

Basic Allowance for Housing (BAH)

Post 9/11 GI Bill® students (other than those on active duty) will receive a monthly housing allowance for online courses, which is equal to half of the national average for BAH. Students ***must*** be enrolled at a rate of pursuit greater than half-time (.51%) to receive this benefit. The housing allowance is pro-rated based on the student's enrollment status, percentage of eligibility, and dates of course enrollment.

Using VA Benefits at Multiple Institutions

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

VA Consent to Enrollments Submitted

When a student selects a VA payment option at the time of registration, they are consenting that they wish to have their enrollment for that particular course(s) submitted to the VA on their behalf. Students who register selecting a payment option other than VA will be prompted to provide consent at the time of registration to have the course(s) submitted to the VA on their behalf. Students who register before submitting required VA documents to APUS may be required to complete a Veterans Benefits Certification Request Form to identify courses or terms they would like to have submitted to the VA.

Change of Academic Program

When a student using VA education benefits changes their academic program with APUS, the VA will be notified 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 under the new program, students must provide consent for APUS to submit an enrollment certification to the VA on their behalf. If a student changes their program mid-term, they should avoid enrolling in courses under their new program until the term in which they are enrolled ends. The VA will not pay for any course(s) where there is an overlap with programs.

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 met or exceeded the yearly tuition cap. As a participating university in the Post 9/11 GI Bill® Yellow Ribbon Program, AMU agrees to make additional funds available for a qualifying student's education program without an additional charge to their GI Bill® entitlement.

It is important that students designate themselves as an active-duty service member or veteran when completing the university's admission application. Current students are encouraged to check their contact information to be sure it shows their current military status and update if necessary.

Students should visit the VA Benefits website to determine if they may be eligible for this benefit. Eligible students must complete a Yellow Ribbon Application Form for courses for which they are using Post 9/11 GI Bill® funding. Students may contact VAQuestions@apus.edu for questions about this program.

Course Drops/Withdrawals

APUS is required to report changes in enrollment to the VA. If a student drops or withdraws from a course(s), an amended enrollment certification will be sent to the VA within 30 days of the change in enrollment. A reduction or termination of enrolled credit hours could result in:

- A student debt with the VA for BAH and books/supplies if they are using the Post 9/11 GI Bill®
- A student debt with the VA for tuition and fees if they are using the Montgomery GI Bill®

Under the Post 9/11 GI Bill®, tuition and fee debts will be issued to the school if a student withdraws from a course(s) after the add/drop period. The VA will request repayment of tuition and 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 GI Bill® debts, including ways to prevent a debt from occurring, students should review the VA's resources on withdrawing from courses.

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. If mitigating circumstances cannot be validated, the VA may request repayment of BAH, books/supplies, or tuition and fees, as of the first date of the term. View more information on mitigating circumstances.

Rounding Out

The practice of "rounding out" provides eligible GI Bill® students who are in their last term with the option to take additional classes to bring their course load to full-time status and receive up to full-time benefit payments or the maximum allowable monthly housing allowance. Classes that have been previously completed cannot be used to round out the student's course load. Students may contact VAQuestions@apus.edu for more information about this program.

Graduations

When a student using VA education benefits has successfully completed the requirements for their program of study and has officially conferred from the program of study, APUS will report the student's graduation to the VA via electronic certification. Students using Chapter 33 benefits and students using Chapter 30 benefits who are on active duty may have the graduation fee accessed by APUS paid for by the VA as long as their GI Bill® benefits were used for their last course required to complete their program of study.

Master's Capstone/Practicum Courses

University policy states Capstone and Practicum Courses must be the last course of a student's degree program and may be taken only after the completion of all coursework. Additionally, no concurrent coursework is permitted. Capstone/Practicum courses are only offered in 16-week sessions. VA regulations state students must have a rate of pursuit greater than half time (.51%) in order to be eligible to receive BAH under the Post 9/11 GI Bill®. The VA will cover course tuition and fees up to the percentage for which a student is eligible. Many of our Capstone/Practicum courses have been classified as a research course due to the intensive coursework in and out of the classroom. Accordingly, research classified Capstone/Practicum courses will qualify for full time BAH. If a student's Capstone/Practicum course is not a research-intensive course, their course load will not qualify them for BAH. Please contact VAQuestions@apus.edu for a complete list of programs approved for full-time Capstone/Practicum requirements.

Graduate Comprehensive Exam Courses

University policy states the Comprehensive Exam Course must be the last course of a student's degree program and may

be taken only after the completion of all coursework. Additionally, no concurrent coursework is permitted. Comp Exam courses are only offered in non-credit, pass/fail 8-week sessions. VA regulations state students must have a rate of pursuit greater than half time (.51%) in order to be eligible to receive BAH under the Post 9/11 GI Bill®. The VA will cover course tuition and fees up to the percentage for which a student is eligible. However, the course load will not qualify a student for BAH, as their enrollment will be reported as one credit hour.

Course Extensions

If a student is granted a course extension from their professor, they will not receive VA education benefits during the extension period. The VA will automatically discontinue benefits on the day after the student's original term ending date. Benefits will not start until a new course has been enrolled in and an enrollment certification has been sent to the VA. Submission of a course extension for VA education benefits will likely result in an adjustment to the student's rate of pursuit and an overpayment which will require future repayment.

Unsatisfactory Academic Progress, Conduct and Attendance

VA requires APUS to report when students using GI Bill® benefits are not meeting the institution’s academic standards. When APUS is made aware of a student no longer meeting academic standards, notification will be electronically reported to the VA.

Excessive Credits

Students who are using VA education benefits may not register for courses that are not applicable to their current program of study. Any course that is deemed not applicable to the student’s current program of study will be considered an excessive credit and an enrollment certification for the course will not be submitted to the VA. If a previously submitted enrollment results in an excessive credit, the enrollment must be terminated. The resulting termination will likely result in a reduction in tuition and fees, BAH and/or books and supplies payment for the course/term and may require repayment of this debt.

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 (JST) or Community College of the Air Force (CCAF) transcript must be received by APUS for all students who will be using VA education benefits. Students who are currently having prior credits evaluated are strongly encouraged to register only for courses for which they know they will not receive prior credit. If prior credit is later given for a course a student is currently taking using VA education benefits, APUS must terminate the enrollment certification with the VA, as this would constitute an excessive credit. Terminations of enrollment will likely result in a reduction in tuition and fess, BAH and/or books and supplies payment for the course for which 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 can be submitted under VA education benefits. A student must be below a junior in academic standing. Please note that 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 student's primary or "parent" school. Pre-requisite courses and courses which apply to a CCAF degree may also be approved for submission to the VA.

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 student's primary or "parent" school.

Student Tuition and Fees Debts

APUS will not refund any payments sent directly to APUS for GI Bill® beneficiaries regardless of the refund policy to students. VA will notify APUS of these tuition and fee debts at a future date and APUS will return the tuition and fee payments to the VA. APUS will hold all tuition and fee refund amounts on a student's account until notification is received by the VA to return the funds. Please note that it may take the VA several weeks to issue a debt notification to APUS after a change in enrollment status for dropping or withdrawing from a course has been reported.

Students who were anticipating a refund of VA tuition and fees may not receive this refund. Students will be able to see the funds that will be returned to the VA on their student ledger. Students will be absolved from incurring a tuition and fees debt with the VA, but students who receive BAH payments and/or a books and supplies stipend 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 and fees requested to be returned to the VA exceeds the school's refund policy. For more information regarding GI Bill® debts, to include ways to precent a debt from occurring, please review the information provided on the VA website.

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Enrollment Status Definitions and Requirements for VA Benefits

The Department of Veteran Affairs (VA) uses the following guidelines to determine enrollment status for students who use VA benefits to pay for school. The VA determines student status on a monthly basis.

VA Enrollment Chart

APUS offers courses in an 8 week and 16 week format. Courses start the first Monday of 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 [1,2]
Graduate: 8-Week Courses	4 + Credit hours	Full-time	1.00
Graduate: 8-Week Courses	3 Credit hours	Three-quarter time	.75
Graduate: 16-Week Courses	9 + Credit hours	Full-time	1.00
Graduate: 16-Week Courses	6 Credit hours	Three-quarter time	.75
Graduate: 16-Week Courses	3 Credit hours	Half-time	.38
Undergraduate: 8-Week Courses	6 + Credit hours	Full-time	1.00
Undergraduate: 8-Week Courses	5 Credit hours	Three-quarter time	.83
Undergraduate: 8-Week Courses	4 Credit hours	Three-quarter time	.67
Undergraduate: 8-Week Courses	3 Credit hours	Half-time	.56
Undergraduate: 8-Week Courses	2 Credit hours	Less than Half-time	.38
Undergraduate: 16-Week Courses	12 + Credit hours	Full-time	1.00
Undergraduate: 16-Week Courses	9 Credit hours	Three-quarter time	.75
Undergraduate: 16-Week Courses	6 Credit hours	Half-time	.50
Undergraduate: 16-Week Courses	4 Credit hours	Less than Half-time	.33
Undergraduate: 16-Week Courses	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.

Doctoral Student Enrollment Status for VA Benefits

Session of Courses	Credit Hours	Enrollment Status for VA
Doctoral: 16-Week Term	4+ credit hours or enrolled in dissertation course DOCT899	Full-time
Doctoral: 16-Week Term	1 to 2 credit hours	Half-time
Doctoral: 8-Week Courses	4+ credit hours or enrolled in dissertation	Full-time

	course DOCT899	
Doctoral: 8-Week Courses	3 credit hours	Three-quarter time
Doctoral: 8-Week Courses	1 to 2 credit hours	Half-time

Please note: The above charts do not apply to Federal Student Aid (FSA). If a student is applying for Federal Student Aid, there are different standards by which enrollment is measured. Please refer to the following policies for:

- Enrollment Status Definitions and Requirements for FSA
- Enrollment Intensity Definitions and Requirements for the Pell Grant

"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."

Helpful Websites for GI Bill® Information & Veteran Success

American Public University System (APUS) Resources

- Academic Advising Center
- Accreditation
- Consumer Information Center
- Disability Services Accommodations
- Military and Veteran Resources
- Transfer Credit Center
- Veterans Benefits

Department of Veteran Affairs (VA) Resources

- Department of Veteran Affairs (VA) Homepage
- Fry Scholarship
- GI Bill® Comparison Tool
- GI Bill® Customer Service Resource Center
- GI Bill® Homepage
- Impact of Rudisill Supreme Court Decisions on Veteran's Education Benefits
- Licensing and Certification
- Principles of Excellence
- Transfer of Post 9/11 GI Bill® Benefits
- Tutorial Assistance
- VA Education Benefit Rates
- VA Services
- Veteran Readiness and Employment (Chapter 31)

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

As a veteran, students may be entitled to Veteran Readiness and Employment Service (VR&E), Chapter 31, education benefits from the Department of Veterans Affairs (VA). VR&E benefits allow eligible students 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 their enrollment status.

If a student is interested in determining their eligibility for this program, they may visit the VA's Veteran Readiness and Employment (VR&E) website. From this site, students can apply for the benefit online. If it is determined by the VA that a student is eligible, the VA will direct them to a VA Regional Office (in their local area) to meet with an assigned VR&E counselor to review their goals and be approved to begin enrolling in courses.

Once a student has been approved for Veteran Readiness and Employment Service benefits, their VR&E counselor will need to submit a Purchase Order (PO) authorization for educational benefits to APUS using the Tungsten Network portal. This PO authorization will allow APUS to grant course access for upcoming registrations and submit a student's enrollment to their VR&E counselor.

We recommend that the student's VR&E counselor submit a PO authorization with start and end dates that coincide with our monthly course start dates to allow students the flexibility to schedule courses based on their personal schedule (courses start the first Monday of each month). Students can contact vre@apus.edu with any questions or for further assistance.

The Rehabilitation Services Administration 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.

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 (TA), scholarships, private education loans, state grants and Federal Student Aid (FSA), 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 a student's account, the account is no longer considered in good standing and will be placed on Financial Hold. Common reasons for a financial hold include:

- Outstanding tuition and fees are not paid in full by the payment deadline.
- An approved ADP payment plan is not current.
- Third-party payments (such as TA, FSA, or scholarships) are not received or have been returned.
- A balance due exists after the term.

Consequences of a Financial Hold

If a student's account is on a financial Hold, they will be blocked from the following while the balance due is remaining:

- Registering for another course.
- Final clearance for graduation.
- Being readmitted to the university.

Students should contact Student Support at 1-877-503-6277 or studentservices@apus.edu as soon as possible to resolve any outstanding balances on their accounts.

Payment Policies

Students are responsible for making payment or entering into an approved payment arrangement prior to the start of the academic period (semester or session).

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 (TA), Veteran's benefits, employer education benefits, scholarships, private loans, state grants and Federal Student Aid (FSA).

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

Outstanding Accounts and Collections Policy

Students are responsible for charges assessed to their account, regardless of whether notification was received regarding an unpaid balance. There may be financial impacts related to dropping or withdrawing from a course or the University. Refer to the Drops and Withdrawals Policies webpage for more information.

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 benefit, or financial aid.

A student account will be placed on a balance due hold if third party payments 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, such as a change in funding eligibility, 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
- Denial of readmission
- Failure to complete final clearance for graduation
- Referral to collections agency

In the event a student's account is delinquent, the account may be referred to a collection agency. When an account is referred to an outside collection agency, the past due account may be reported to all national credit bureaus if the account is not satisfied. 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
- 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.

Enrollment Status Definitions & Requirements for Federal Student Aid (FSA)

If a student plans to use Federal Student Aid (FSA) to pay for their education, they will need to understand how enrollment status is defined and assessed for FSA.

Enrollment Status Defined

APUS defines and measures enrollment status by how many credit hours for which a student is enrolled in a 16-week semester.

Within the weeks of the academic year, a full-time undergraduate student would be enrolled for at least 24 hours (12 hours each semester) and a full-time graduate student would be enrolled for 12 semester hours (6 hours each semester). Enrollment status is the same for each program level, whether they are in a certificate or degree program.

Enrollment Status (per 16-week semester)	Undergraduate	Graduate	Doctoral
Full-Time	12+ credit hours	6+ credit hours	6+ credit hours or enrolled in dissertation course DOCT899
Three-Quarter Time	9 to 11 credit hours	4 to 5 credit hours	N/A
Half-Time	6 to 8 credit hours	3 credit hours	3 to 5 credit hours
Less than Half-Time	3 credit hours	N/A	1 to 2 credit hours

Enrollment Requirements for Federal Student Aid

- Students using Federal Student Aid (FSA) to pay for any educational costs must take courses that fall within the semesters of their FSA academic year. A student's enrollment status (the number of credits registered for in a semester) will influence the amount of FSA they will receive.
- Students must be half-time to be eligible for Federal Direct Loans or in-school deferment.
- All registrations should be in place before the start of each semester and no later than "Census" (the second Monday of each semester). Students with no registrations in place by census will have their FSA adjusted or cancelled for the semester.
- Any changes to enrollment status may impact aid eligibility or require an adjustment to the financial aid package and disbursements. Questions regarding enrollment status changes and FSA should be directed to Financial Aid Advising by emailing finaid@apus.edu or by calling 877-755-2787.

Important Notes

Enrollment status for FSA is assessed differently than enrollment intensity for the Pell Grant. To learn more, please refer to the Enrollment Intensity Definitions & Requirements for the Pell Grant policy.

Student status for VA Benefits is assessed uniquely. For information regarding how student status is assessed for VA Benefits, please refer to the Enrollment Status Definitions and Requirements for VA Benefits

Student Handbook

- Home

About American Public University System (APUS)

- Message from the Provost
- Mission and Core Values
- Accreditation and Licensure
- Disability Accommodations

Admission to American Military University

- Getting Admitted to American Military University
  - Programs Offered
  - Programs with Additional Admission Requirements
  - General Admission Policies
  - General Admission Documentation Requirements
  - Admission of International Students
    - Countries Denied Admission
  - 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
- How to Transfer Prior College Credit

Financing Education

- How to Pay for Courses
  - APUS Student Fees
  - APUS Tuition
  - APUS Tuition Refund Schedule
  - Methods of Payment Available
    - 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
    - Veteran's Benefits
      - Applying for Benefits
      - VA Enrollment Information
      - Enrollment Status Definitions and Requirements for VA Benefits
      - Helpful Websites for GI Bill® Information & Veteran Success
    - Veteran Readiness and Employment Service (VR&E), Chapter 31 Funding
  - Consequences of Unpaid Balances
  - Enrollment Status Definitions & Requirements for Federal Student Aid (FSA)
  - Enrollment Intensity Definitions & Requirements for Federal Pell Grant
  - Satisfactory Academic Progress (SAP)

    - Code of Conduct - Student Loans
    - California Residents
- How to Register for Courses
    - Registering from an 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
- How to Defer Prior Loans

Academic Success

- Before Starting a Program
    - Undergraduate
        - Maintaining One's Contact Information
        - Appropriate Course Progression
        - Academic Standing (Freshman-Senior)
        - Changing a Major/Program - FSA Students
        - Changing a 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
    - Master's
        - What is a Master's Degree?
        - Maintaining One's Contact Information
        - Appropriate Program Progression
        - Changing a Major/Program - FSA Students
        - Changing a 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)
- Prior Learning Assessment
- Before a Course Begins
    - Technology Requirements
    - General Course Requirements
    - Early Course Access
    - IMPORTANT - First Week of Every Course - Required Activity
    - Expected Course Load
    - Credit Hour Definition
- Understanding the Syllabus
- 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
- How to Drop a Course
    - Deciding Whether to Drop or Withdraw from a Course
    - How to Drop or Withdraw from a Course
    - How to Drop or Withdraw from a Course - Audit Students
    - Returning Books/Course Materials
    - Appealing to Withdraw from a Course after Withdrawal Period Ends
- How to Get a Course Extension
    - Extension Policies
    - Appealing a Denied Extension
    - Submitting Work During an Extension
    - Extensions for Military Deployment and Other Special Circumstances
- Course Grades and APUS Transcripts
    - Final Grades
    - Incomplete Grades (Extensions)
    - Appealing a Final Grade
    - Special Air Force Deadlines
    - Retaking Courses
    - Failing a Master's Comprehensive Exam or Capstone Course
    - APUS Grading System (Chart)
    - Ordering and the Release of APUS Transcripts
- Military Portal Information
- Graduation Process
    - General Graduation Information
    - Certificate and Degree Combinations
    - Transfer Credit to Complete Program Requirements
    - Applying for Graduation
    - Fees
    - Program Review Process
    - Shipping of Diplomas and Certificates
    - University Honors Designation
    - Latin Honor Designation
    - Letters of Pending Graduation
- Coming Back for Another Program
- Special Requests Information
- Readmission to APUS

University Policies and APUS Student Code of Conduct

- 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
    - Generative AI Policy
- APUS Consumer Information
    - APUS Student Code of Conduct
    - 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 Contact Information
    - Student Profile Picture Policy
    - Third-Party Benefits for Employees
    - University General Grievance Procedure
    - Video Conference Policy
    - Voter Registration
- Academic Probation Policies
    - Academic Risk
    - Academic Probation
    - Academic Dismissal
- Appeals Information
- Lack of New Student Activity
- Legal Action

Student Community

- Student Affairs
    - Commencement Ceremony
    - Campus Leadership and Volunteering
    - Student and Alumni Organizations
    - University Directory
    - Social Media
    - President’s and Dean’s Lists
    - University Awards
    - Mentoring
    - Ambassador Program
- Alumni
- Career Services
- CareerLink

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.
- American Military University (AMU) evaluates a student's SAP at the end of each payment period (i.e., semester). If AMU 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 AMU'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 AMU 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 AMU. Evaluation thereafter occurs at the end of each semester according to the table below.
- Only credits completed at AMU 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

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

Master's and Graduate Certificate Students

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

RN to MSN

Total Credits Completed (including transferred credits*)	Minimum CGPA Required for Financial Aid
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, AMU 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

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

Master's and Graduate Certificate Students

Credits Attempted	Credits Completed %
6-9	50%
10-18	60%
19+	67%

RN to MSN

Credits Attempted	Credits Completed %
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 AMU 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 AMU 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 ecampus. This form may be found in the ecampus 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 AMU 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, AMU 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. Students who qualify for the "warning" period will be notified by email.

- 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. AMU, 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.

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, a student must pay the state-imposed assessment for the STRF, or it must be paid on their behalf, if they are a student in an educational program who is a California resident or is enrolled in a residency program, and the student prepaid all or part of their tuition.

A student is not eligible for protection from the STRF and is not required to pay the STRF assessment if they 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 a student's enrollment. The current assessment is calculated at the rate of $0.00 per $1,000 of institutional charges for a student's enrollment and educational program. The actual STRF assessment will appear on a student's ledger. If a student has previously enrolled in the University, any STRF assessment previously paid will be reviewed for adjustments and, if necessary, credited to their current assessment and will appear on a student's ledger.

It is important that students keep copies of their 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, a student 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 a student 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. A student was 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 was enrolled in an educational program within the 120 day period before the program was discontinued.
3. A student was 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. A student has 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 has been unable to collect the award from the institution.
7. A student sought legal counsel that resulted in the cancellation of one or more of their student loans and has 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 an 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 an Academic Plan

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

Students 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 students complete courses or have transfer credit applied, they will see that progress on their Academic Plan. Students with questions regarding their online academic plan should contact Advising@apus.edu.

Registering Without an Academic Plan

If a student is non-degree seeking or has been advised to register for a course that is not listed on their academic plan, they can register by clicking on the **COURSES** tab and then clicking on **COURSE DESCRIPTIONS** to find the specific courses they want. Please contact Advising@apus.edu for help finding a specific course.

Students 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 a student plans to use Federal Student Aid or will be seeking deferments for previous loans while enrolled at APUS, they will be asked to select an academic year before starting their 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 a student for registration, because it overlaps their chosen academic semesters.

Students can register for a course as early as 5 months before it begins and up to 1 week before the course starts. The academic calendar schedule can be viewed for open and close registration dates for each 8- or 16-week session.

Students can contact info@apus.edu with any questions regarding academic semesters.

Course Lengths

The university offers courses in 8-week sessions and 16-week sessions; there are a few courses offered in shorter sessions. Students should review the course schedule or contact studentservices@apus.edu with questions about what session lengths are offered for their selected course.

Academic Credit vs. Audit

During registration, a student has 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 a student wants to apply it towards an APUS program or to transfer it to another university.

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

Students should contact studentservices@apus.edu with 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.

Students can see whether their 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 students are registering for a course, the registration help in the system will automatically let them know if they are required to fulfill a prerequisite course first. Students 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 a student is a non-degree seeking student at APUS, or a non-transfer student who does have previous college credit, they may have their prerequisite waived as long as they have fulfilled the course previously (college credit or testing, such as CLEP). Students may have this waived by emailing us at Registrar@apus.edu. Students will need to sign a release form verifying that they completed the prerequisite course at another institution and submit a transcript showing the course completion.

If a student is in a degree or certificate program and wishes to request a waiver for a prerequisite they fulfilled somewhere else, they should either fax a copy of their transcript or test results to our Transfer Credit Department or scan and email to creditaward@apus.edu along with a Student ID and request that it be reviewed for a specific prerequisite course.

Please contact Advising@apus.edu with any questions about prerequisite courses.

Developmental and Refresher Courses

APUS offers a few courses to help students brush up on their 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 a student's program. The grades for these courses are calculated in the student's GPA. Undergraduates may not use them to fulfill any General Education requirement though.

For Undergraduate Students

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

Please contact Advising@apus.edu with any questions about taking a developmental or refresher course.

Minimum Number of Courses Required Per Year

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

- If a student is disenrolled from the university and wishes to return later, they would be reapplying under the new program requirements in place at the time they reapply. This can cause loss of credit.

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

Students can contact studentservices@apus.edu with questions regarding the annual requirement.

Maximum Number of Courses Permitted

Undergraduate Students

Students 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 a student wishes to take more than 15 credit hours at the same time, they must obtain permission from the Registrar's office to carry a credit hour "overload."

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

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

Master's Level Students

Students 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 a student wishes to take more than 12 semester credit hours at the same time, they must obtain permission from the Registrar's office to carry a credit hour "overload."

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

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

If students have any questions regarding taking course overloads, please contact registrar@apus.edu.

Late Registrations

Students can find the registration deadlines posted inside the ecampus. If a student misses the registration deadline, it is better to register for a future session to avoid late registration fees and to give the student 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 a student decides to drop/withdraw from the course.
- If a student's books arrive late due to their late student registration, they will not be able to get a refund based on late book receipt.
- If a student is trying to late register for a Comp Exam or Capstone course that is not showing an available session, they should contact graduations@apus.edu.

Students with questions regarding late registrations can contact info@apus.edu.

Independent Study Courses

If a student is currently enrolled as a Bachelor’s or Master’s program student, they 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, students must:

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

Once these conditions are met, students must contact their Academic Advisor. The student's Academic Advisor will arrange with the Registrar Scheduling department to have the student's course section scheduled and will then work with the Registrar’s office to get them registered in that course.

Students can contact Advising@apus.edu with questions about Independent Study Courses.

Undergraduate Petition for Graduate-Level Course

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

Eligibility requirements

- Students must be currently enrolled in a Bachelor's program.
- Students 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.
- Students 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 the student's undergraduate degree program.
- The Department Chair over that course must approve the student's 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 a student continues at APUS.

Submitting a Petition

If a student wishes to petition to take a graduate level course, they should email their request to Registrar@apus.edu.

- Once a student's request is received, the Registrar will verify their eligibility and will notify the student if denied.
- If a student's registration is approved, the Registrar's office will register the student in the course and will email the appropriate academic advising team.
- The student's Academic Advisor will contact the student to review the updates necessary to their academic plan.
- The course will fulfill one of the student's 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 Defer Prior Loans

Loan Deferments

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

If the student's loan is provided as part of the Federal Student Aid (FSA) program, they should visit the StudentAid.gov website for details, including a list of circumstances that may make a student eligible for a deferment. Students can also log into the My Federal Student Aid portal to see a personalized summary of all their FSA loans and loan services.

Students should keep in mind that 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

Students may be able to defer payments on their prior FSA student loans if they are attending at least half-time in an academic semester format. To enroll in a semester format, students must establish an FSA academic year. This step is necessary as APUS has course offerings every month, and students are not enrolled in a semester format unless they submit this form.

- Students should log onto the AMU or APU ecampus to complete a request for an academic year within the FINANCE CENTER located under the Federal Student Aid (FSA) menu.
    - If students plan to use Federal Student Aid (FSA), select “My FSA Academic Year.”
    - If students only plan to defer prior loans and not use FSA, select “Deferment of Loans.”
- Students can also establish an academic year through the registration process. Within the registration flow, students will be prompted with questions to determine if they intend to apply for Federal Student Aid or process a deferment on any prior federal student aid loans they have received.
- Students should register for all courses they intend to take in the semester. They 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).
- A student's enrollment data will be submitted directly to the National Student Clearinghouse on the 16th of each month that they are enrolled in classes. There is no need to take action to receive in-school deferment, as long as a student is enrolled in eligible, credit-hour courses.
- If a student has received a paper loan deferment form from their lender, they should scan and email the form to Deferments@apus.edu or fax to 304-724-3802 for processing.

Students can email finaid@apus.edu with questions regarding the FSA or Deferment Academic Year form.

If a student needs to check on the status of their loan deferment, they should contact the National Student Clearinghouse. Otherwise, a student should contact their lender or loan servicer for additional assistance regarding deferment.

Expedited Deferment Process

If a student needs to provide their enrollment status to their lender before the monthly clearinghouse reporting process is complete, they should request a deferment form from their lender and submit the form using one of the following

methods:

- Email to: 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

A student's enrollment verification or In-School deferment cannot be processed until the start of week 2 of their first course in the term. Students must have attended a course beyond the first week before any loan deferments or enrollment verifications may be processed.

Military Deployments

If a student is an active-duty service member scheduled for deployment, they should contact the financial aid team if they have payment deferment questions by emailing 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).

Students can find more information on federal student loan benefits available to members of the U.S. Armed Forces at StudentAid.Gov.

Obtaining Enrollment Verification

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

A student's enrollment verification or In-School deferment cannot be processed until they are in week 2 of their first course in the term. Students must have attended a course beyond the first week before any loan deferments or enrollment verifications may be processed.

To obtain enrollment verification, students should:

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

Students who need assistance should email Enrollments@apus.edu and include their student ID number in the email.

Troubleshooting Data

- If the information in the National Student Clearinghouse does not match a student's APU or AMU student record, they should contact Enrollments@apus.edu for assistance. This may happen if a student drops or adds courses after the initial registration deadline.
- 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, students should contact Enrollments@apus.edu to have the issue corrected.

Before Starting a Program - Undergraduate

- Maintaining One's Contact Information
- Appropriate Course Progression
- Academic Standing (Freshman-Senior)
- Changing a Major/Program - FSA Students
- Changing a 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

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APUS will use the following methods to communicate with students:

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

While in class, students' instructors will communicate with them through the 1:1 Chat with Professor, a private communication space in Discussions and linked from the course homepage.

Students can access their MyCampus email via the Microsoft 365 link on the blue navigation bar of all courses. Logging onto MyCampus email requires a username, password, and a second identity verification via a mobile phone or other phone.

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Students 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 a student regarding pending academic actions, document requirements, financial alerts, engagement opportunities, etc. There will be times when the communication a student receives is time-sensitive and may require action on their part.

The university uses a student's mailing address, provided during the application process, to determine their location at the time of enrollment.

Students are required to maintain current contact and location information in their student record as long as they are an active student. Students may update their contact information via the Edit Profile link in the dropdown next to their name at the top of their eCampus.

Students will receive emailed invitations to share their feedback with us through various surveys about their experiences with the university, their needs as a student, etc. Although students are required to receive the emailed survey invitations, participation in a survey is voluntary. We value and encourage students' participation in our surveys, as their feedback plays a significant role in our continuous improvement processes. Please contact feedback@apus.edu with any questions about the survey process.

If students are disenrolled or have graduated, and do not wish to have APUS contact them again, they may submit a Do Not Contact request by emailing us at enrollments@apus.edu. Doing so will remove a student's email address from our student record system so that they no longer receive any emails from the university.

Appropriate Course Progression

General Education Courses

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

Lower Level Courses

Once a student's General Education courses are fulfilled, or if they want to explore other courses outside of their General Education requirements, they should next register for any 100 or 200-level courses that will help them expand their interests.

Upper Level Courses

Students should complete all General Education and 100-200 level courses in their CORE, Major, and/or Concentration sections, before taking any upper-level courses in a 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 they have mastered the academic skills, such as researching and writing papers, before they advance to this course level.

For more information on the best course progression for a student's individual background, please contact an Academic Advisor at Advising@apus.edu.

Academic Standing (Freshman-Senior)

A student's academic standing is based solely on the number of semester hours they have fulfilled toward their current program.

If a student is enrolled in an Associate’s degree, their academic standing can never be higher than sophomore.

Academic Standing-Table of Semester Hours Required

Academic Standing	Semester Hours Required (must be applicable to student's program)
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90+

Changing a 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.

Academic Advisors are happy to assist with any questions regarding this policy, and may be reached at Advising@apus.edu.

A student's program change request maybe denied under one or more of the following criteria:

- A student has submitted excessive number of requests to change majors.
- A student has 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.).
- A student has already attempted so many courses that their requested program change will put them above the 150% limit of courses attempted vs earned towards their program.
- A student has submitted a graduation application and has not received final clearance.
- A student is currently on a program hold.
- A student is unsure of their academic and future goals.
- A student has a GPA below the minimum GPA for undergraduate students (2.0).
- A student has completed over 75% of their academic program.
- Student has an IEP/Vocational Diploma and has not completed 12 semester hours successfully.
- Student is a concurrent enrollment student.

Doctoral students, please visit this page for additional information.

Other Important Information Regarding Program Changes

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

Canceling Program Changes

If a student changes their mind before the program change is processed, email Advising@apus.edu immediately to cancel the request.

Starting Over

Students cannot "start over" in a new program at the same level unless their current program deadline has expired. If a student's program deadline has expired and they have not completed their program, they 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 students will not be able to retake courses for which they have already received credit in their previous program.

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

Concentrations

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

Reposting TCE

If a student changes their program after they have had a transfer credit award posted, their newly-evaluated transfer credit award will be posted within 21 days of their program change.

Additional questions regarding program change requests may be sent to Advising@apus.edu.

Changing a Major/Program - Non-FSA Students

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

A student's program change request can be denied under one or more of the following criteria:

- A student has submitted an excessive number of requests to change majors.
- A student has 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.).
- A student has already attempted so many courses that their requested program change will put them above the 150% limit of courses attempted vs earned towards their program.
- A student has submitted a graduation application and has not received final clearance.
- A student is currently on a program hold.
- A student is unsure of their academic and future goals.
- A student has a GPA below the minimum GPA for undergraduate students (2.0).
- A student has completed over 75% of their academic program.
- A student has an IEP/Vocational Diploma and has not completed 12 semester hours successfully.
- A student is a concurrent enrollment student.

Other Important Information Regarding Program Changes

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

Canceling Program Changes

If a student changes their mind before the program change is processed, they should email Advising@apus.edu immediately to cancel the request.

Starting Over

Students cannot "start over’ in a new program at the same level unless their current program deadline has expired. If a student's program deadline has expired and they have not completed their program, they may start a new program with a new GPA. All previously completed APUS coursework for which they earned a passing grade, as well as any outside source credit, will be applied, where applicable as residential or transfer credit.

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

Concentrations

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

Reposting TCE

If students change their program after they have had a transfer credit award posted, their newly evaluated transfer credit award will be posted within 21 days of their program change.

Additional questions regarding program change requests may be sent to Advising@apus.edu.

Annual Academic Progress Requirements

Students are required to complete at least one APUS course every 12 months 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 they completed. This does NOT include the extension periods. If a student has not yet completed a course, their 12-month period starts the day they complete the Student Rights and Responsibilities.

Voluntary Disenrollment

If a student has an active student status and no longer wants to pursue their education with the university, they must disenroll by submitting a Disenrollment Request Form. Students can find this form in the student ecampus, under the Academic Plan & Forms/University Forms menu, under the All Forms link.

Program Hold

If a student knows they will not be able to take any courses during any given year, they should request a Program Hold. Going on Program Hold and entering an anticipated Program Hold end date does not obligate a student to return to APUS. This locks in a student's place in their academic program to ensure they may come back to the same program at the same academic standing (freshman/senior, etc.) as when they left. If a student's program has been granted special program accreditation since they originally enrolled, a student's Academic Advisor may advise them to change their enrollment to the new catalog so that they 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 a student's ecampus, under the UNIVERSITY FORMS menu, ALL FORMS link. Students may go on a program hold for up to 24 months at a time. However, students may contact the Office of the Registrar at any time during their Program Hold if they need additional time added to their anticipated Program Hold end date. We do not have a limit on the maximum amount of total time a student may spend on a Program Hold as long as they can still complete their program before their established program deadline. However, students will be automatically withdrawn from the university if they do not return to their studies by their selected Program Hold end date.

If a student is unable to submit the Program Hold form online, they may call or email the Office of the Registrar (at 877-755-2787 or Registrar@apus.edu) to request a Program Hold or to extend their current Program Hold date. Although we do not require students to submit verification for going on a program hold from the university, students are required to let us know that they are going to put their studies on hold to lock in their place in their program.

Students Considering a Withdrawal

Before a student takes the steps to withdraw, they should consider asking their academic advisor about their 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, a student is advised to contact their academic advisor, their ESO (if a military student), the course instructor, or any other relevant parties to discuss their situation and whether a special circumstances extension is possible.

For more information on how to request a program hold, students should contact studentservices@apus.edu.

GPA Requirements for Graduation Eligibility

Students must hold a GPA (Grade Point Average) of 2.0 or above to be eligible to have an Associate or Bachelor degree conferred, or a certificate awarded, after completing all course requirements.

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

For more information on GPA requirements, students should contact their Academic Advisor at Advising@apus.edu.

Program Deadline Requirements for Graduation Eligibility

Once a student starts their program at APUS, they will have a set deadline for completing their program requirements. A student's program deadline starts on the start date of the first course in their program which they attend past the first week of the course. This date is called the initial enrollment date. If a student does not have their program conferred before the program deadline, we can issue a letter of program completion. However, the student 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 Certificate: 3 years

Academic Advising

If a student is less than 6 months away from their program deadline, they will be blocked from registration until they have met with their Academic Advisor to discuss their program completion plan.

Program Holds

A student's program deadline is not extended if they are on an approved Program Hold. They will have the same program deadline when they return from a Program Hold and may need to work with an Academic Advisor based on whether it is nearing or expired upon their return.

Program Deadline Extensions

In some very special circumstances, students may request an extension of their program deadline. The Program Deadline Extension Request form is accessible through the **ACADEMIC PLAN & FORMS** drop down along the top of a student's ecampus, under the UNIVERSITY FORMS menu, 'All Forms' link. **Students should be sure to submit the request before reaching their program deadline.**

- Students may only be granted an extension of up to 25% of their initial program length.
- If students are not able to meet conferral by their program deadline, even with an extension, they will need to enroll in a new program, and any courses they previously completed will count as residential credit in their 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 students have questions pertaining to program deadline extensions, they should contact their Academic Advisor at 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:

A student's 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 the student's proctor. On the day of the student's exam, the proctor will provide the password and monitor the student as they take the exam online. Students are responsible for costs incurred during the proctoring process, if any.

Course Attempt Limits for Graduation Eligibility

To be eligible for graduation at the end of an academic program, students must successfully complete all required coursework within **150% of the total semester hours required for their program.**

Program Changes and Degree-Level Clarification

Students who **change programs**, including those who change **within the same degree level**, are **not reset** for purposes of maximum course attempt calculations.

- **All unsuccessful course attempts (W and F grades) earned prior to a program change continue to count** towards the maximum allowed attempts for the student's current program.
- This applies **regardless of whether the courses apply to the student's current program or degree requirements.**

Unsuccessful course attempts include:

- Courses from which a student withdraws (grade is W).
- Any courses that a student fails (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 a student meets the unsuccessful course attempt limits, they will be placed on academic suspension pending their academic dismissal. Students will have 30 days to appeal their pending academic dismissal in writing before it is processed.

Before Starting a Program - Master's

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

- What is a Master's Degree?
- Maintaining One's Contact Information
- Appropriate Program Progression
- Changing a Major/Program - FSA Students
- Changing a 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 a student completes their master’s program, they will be able to:

- Apply the major theoretical frameworks in their 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.

Borchert, M., Sims, L., Denecke, D., & Tate, P. (2005). *Master’s Education: a Guide for Faculty and Administrators.*

Washington, D.C.: Council of Graduate Schools. p. 9.

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The university uses a student's mailing address, provided during the application process, to determine their location at the time of enrollment.

Students are required to maintain current contact and location information in their student record as long as they are an active student. They may update their contact information via the Edit Profile link in the dropdown next to their name at the top of their eCampus.

Students will receive emailed invitations to share their feedback with us through various surveys about their experiences with the university, their needs as a student, etc. Although students are required to receive the emailed survey invitations, participation in a survey is voluntary. We value and encourage student participation in our surveys, as feedback plays a significant role in our continuous improvement processes. If students have any questions about the survey process, they should contact feedback@apus.edu.

If a student is disenrolled or has graduated, and does not wish to have APUS contact them again, they may submit a Do Not Contact request by emailing enrollments@apus.edu. Doing so will remove a student's email addresses from our student record system so that they 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 a student's Academic Plan. The order of courses has been designed to help students build their knowledge and skills through the program content. If a student is not sure of the best course to take next, they should 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 a 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.

A student's Academic Advisor is happy to assist with any questions regarding this policy and may be reached at Advising@apus.edu.

A student's program change request may be denied under one or more of the following criteria:

- A student has submitted an excessive number of requests to change majors.
- A student has 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.).
- A student has already attempted so many courses that their requested program change will put them above the 150% limit of courses attempted vs earned towards their program.
- A student has submitted a graduation application and has not received final clearance.
- A student is currently on a program hold.
- A student is unsure of their academic and future goals.
- A student has a GPA below the minimum GPA for graduate students (3.0).
- A student has completed over 75% of their academic program.
- A student has an IEP/Vocational Diploma and has not completed 12 semester hours successfully.
- A student is a concurrent enrollment student.

Doctoral students should review the Changing Programs section of the Doctoral Student Handbook for additional information.

Other Important Information Regarding Program Changes

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

Canceling Program Changes

If a student changes their mind before the program change is processed, they should email Advising@apus.edu immediately to cancel the request.

Starting Over

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

Concentrations

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

Reposting TCE

If a student changes their program after they have had a transfer credit award posted, their newly evaluated transfer credit award will be posted within 21 days of their program change.

Students should contact their Academic Advisor at Advising@apus.edu for more information on program change requests.

Changing a Major/Program - Non-FSA Students

A student's program change request can be denied under one or more of the following criteria:

- A student has submitted an excessive number of requests to change majors.
- A student has 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.).
- A student has already attempted so many courses that their requested program change will put them above the 150% limit of courses attempted vs earned towards their program.
- A student has submitted a graduation application and has not received final clearance.
- A student is currently on a program hold.
- A student is unsure of their academic and future goals.
- A student has a GPA below the minimum GPA for graduate students (3.0).
- A student has completed over 75% of their academic program.

Other Important Information Regarding Program Changes

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

Cancelling Program Changes

If a student changes their mind before the program change is processed, they should email Advising@apus.edu immediately to cancel the request.

Starting Over

Students cannot "start over' in a new program at the same level unless their current program deadline has expired. If a student's program deadline has expired and they have not completed their program, they may start a new program with a new GPA. All previously completed APUS courses for which a student 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 students will not be able to retake courses for which they have already received credit in their previous program. If a student received below a B in a required course for their new program, they will need to contact their Academic Advisor for options.

Concentrations

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

Reposting TCE

If students change their program after they have had a transfer credit award posted, their newly evaluated transfer credit award will be posted within 21 days of their program change.

Students should contact their Academic Advisor at Advising@apus.edu for more information on program change requests.

Annual Academic Progress Requirements

Students are required to complete at least one APUS course every 12 months 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 a student completed. This does NOT include the extension periods. If a student has not yet completed a course, the 12-month period starts the day they complete the Student Rights and Responsibilities.

Voluntary Disenrollment

If a student has an active student status and no longer wants to pursue their education with the university, they must disenroll by submitting a Disenrollment Request Form. Students can find this form in the student ecampus, under the Academic Plan & Forms/University Forms menu, under the All Forms link.

Program Hold

If a student knows they will not be able to take any courses during any given year, they should request a Program Hold. Going on Program Hold and entering an anticipated Program Hold end date does not obligate a student to return to APUS. This locks in a student's place in their academic program to ensure they may come back to the same program at the same academic standing (freshman/senior, etc.) as when they left. If a student's program has been granted special program accreditation since they originally enrolled, a student's Academic Advisor may advise them to change their enrollment to the new catalog so that they 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 a student's ecampus, under the UNIVERSITY FORMS menu, ALL FORMS link. Students may go on a program hold for up to 24 months at a time. However, students may contact the Office of the Registrar at any time during their Program Hold if they need additional time added to their anticipated Program Hold end date. We do not have a limit on the maximum amount of total time a student may spend on a Program Hold as long as they can still complete their program before their established program deadline. However, students will be automatically withdrawn from the university if they do not return to their studies by their selected Program Hold end date.

If a student is unable to submit the Program Hold form online, they may call or email the Office of the Registrar (at 877-755-2787 x3600 or Registrar@apus.edu) to request a Program Hold or to extend their current Program Hold date. Although we do not require students to submit verification for going on a program hold from the university, students are required to let us know that they are going to put their studies on hold to lock in their place in their program.

Students Considering a Withdrawal

Before a student takes the steps to withdraw, they should consider asking their academic advisor about their 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, a student is advised to contact their academic advisor, their ESO (if a military student), the course instructor, or any other relevant parties to discuss their situation and whether a special circumstances extension is possible.

For more information on how to request a program hold, students should contact studentservices@apus.edu.

GPA Requirements for Graduation Eligibility

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

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

If a student completes all of the courses for their program but has a GPA below 3.0, we can issue them a letter of program completion. They will not actually earn the degree or certificate.

For more information on GPA requirements, students should contact their Academic Advisor at Advising@apus.edu.

Program Deadline Requirements for Graduation Eligibility

Once a student starts their program at APUS, they will have a set deadline for completing their program. A student's program deadline starts at the start date of the first course in their program which they attend past the first week of the course. This date is called the initial enrollment date. If a student does not have their program conferred before the program deadline, we can issue a letter of program completion. However, the student 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 a student is less than 6 months away from their program deadline, they will see a message to warn them of their upcoming deadline when they try to register for their next course. Students will be blocked from registration until they have met with their Academic Advisor to discuss their best options.

Program Holds

A student's program deadline is not extended if they are on an approved Program Hold. They will have the same program deadline when they return from a Program Hold and may need to work with an Academic Advisor based on whether it is nearing or expired upon their return.

- **Program Deadline Extensions**: In some very special circumstances, students may request an extension of their program deadline. The Program Deadline Extension Request form is accessible through the **ACADEMIC PLAN & FORMS** drop down along the top of a student's ecampus, under the UNIVERSITY FORMS menu, 'All Forms' link. **Students should be sure to submit the request before reaching their program deadline.**
- Students may only be granted an extension of up to 25% of their initial program length.
- If a student is not able to meet conferral by their program deadline, even with an extension, they will need to enroll in a new program and any courses previously completed will count as residential credit in their 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.

Students should contact their Academic Advisor at Advising@apus.edu with questions pertaining to program deadline extensions.

Course Attempt Limits for Graduation Eligibility

To be eligible for graduation at the end of an academic program, students must successfully complete all required coursework within **150% of the total semester hours required for their program.**

Program Changes and Degree-Level Clarification

Students who **change programs**, including those who change **within the same degree level**, are **not reset** for purposes of maximum course attempt calculations.

- All unsuccessful course attempts (W and F grades) earned prior to a program change continue to count toward the maximum allowed attempts for the student's current program.
- This applies **regardless of whether the courses apply to the student's current program or degree requirements.**

Unsuccessful course attempts include:

- Courses from which a student withdraws (grade is W).
- Any courses that a student fails (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 are 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 a student meets the unsuccessful course attempt limits, they will be placed on academic suspension pending their academic dismissal. Students will have 30 days to appeal their pending academic dismissal in writing before it is processed.

Students should contact their Academic Advisor at Advising@apus.edu for more information on course attempt limits.

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:

A student's 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 the student's proctor. On the day of the exam, the student's proctor will provide the password and monitor them as they take their 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 a student is enrolled, this could be a comprehensive exam or a capstone course.

Before a student can be registered for their end of program course, they will need to:

- Have a GPA of 3.0 or above.
- Have 80% completed in their 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. Students should work with their Academic Advisor on their 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 a critical reflection paper

Students should review the EOP Manual for a full explanation of each option. A student's Academic Plan will describe the End of Program Assessments that are available for their 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. Students should review 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.

Before a Course Begins

This section outlines the most important things students need to know before they start a course:

- General Course Requirements
- Technology Requirements
- Course Access
- IMPORTANT - First Week of Every Course - Required Activity
- Expected Course Load
- Credit Hour Definition

Technology Requirements

The following outlines minimum technology requirements for course work at American Military University (AMU). Some programs require additional software, as stated in the course.

Basic Requirements

- Internet access (high speed preferred)
- For desktop computers: Windows 10 or higher or Mac OS X 10.15 Catalina or higher
- For Tablets or Mobile devices: iOS 11.0 or higher; Android 5.0 or later
- Access to university email and Office365 requires multi-factor authentication. Students and faculty must verify their logins through either a text message, automated voice call, or the Microsoft Authenticator app
- Microphone, speakers or headset
- Webcam
- Access to a printer
- 4 GB of RAM
- 20 GB of free disk space

Important Note: Chromebooks (Chrome OS), iPads (iOS) and Microsoft Surface RTS do not meet the minimum requirements for coursework at AMU/APU. These offer limited functionality and do not work with some course technologies. They are not acceptable as the only device you use for coursework. While these devices are convenient and may be utilized for some course functions they cannot be your primary device.

Software Requirements

As a general rule, it is best practice to stay current or within one version of your Web browser, and Mobile OS.

- For desktop computers: Current version of Google Chrome, Firefox, Apple Safari or Microsoft Edge
- For Tablets and Mobile Devices:
    - Apple iOS for iPhone and iPad: Apple Safari
    - Android OS for Android phones and tablets: Google Chrome
- Current version of the Java Plug-in
- Current version of Adobe Acrobat Reader
- Current anti-virus software regularly updated by the manufacturer
- All faculty and students will be given an Office 365 account which includes a school email, used for private communication in the classroom, and access to Microsoft Office in the cloud (Word, Excel, PowerPoint and OneDrive).

General Course Requirements

Honor Code

During all courses throughout a student's academic career at APUS, they are expected to know and abide by the contents of the Honor Pledge. Students should visit the Student Code of Conduct to understand what constitutes plagiarism.

Syllabus

Students can access the current syllabus via the Course Tools link located in the top navigation bar of their 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 the student's responsibility to know how that translates to their 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 of 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 disability accommodations may have different late policies applied. Students should contact dsa@apus.edu for more information regarding disability services.

Attendance

A student's participation in discussion boards and presence in the classroom is expected on a weekly basis. The instructor will determine whether a student's participation is sufficient to meet class requirements and may factor overall student participation into their 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 a course (or extension) officially ends. Instructors also have 48 hours to respond to any questions submitted.

Accommodations

If a student has been cleared for course accommodations through our Disability Services Accommodations office, it is the student's responsibility to share their approved accommodation letter with their instructor if they wish to make use of any of the approved accommodations. This should be done prior to the time a student needs to use an accommodation.

Completing the Course

All coursework must be completed and submitted prior to the official course end date. If a student is unable to complete the course, they must withdraw prior to the start of the last week, or request a course extension prior to the course end date. If a student does not officially withdraw or request an official course extension, they 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 a student has ongoing courses in their current academic semester when they fail their initial courses, they 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 a student thinks they will want to access to any of their submitted coursework once their course has ended, they must save their work to their computer or other storage device. Students will not have access to their submitted work or the material in the course 180 days after the original course end date or once they withdraw from the course.

Course Access Begins

Courses open at 6 a.m. (ET) the first Monday of every month. Students may access their classroom only after the completion of the required steps for their selected payment type.

Read-Only/Early Course Access:

Students who have completed these steps prior to the start of their course may access a read-only version of their online classroom up to 3 days prior to the start date.

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 the 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.

Payment Completion During Start Week

Students may continue to finalize payment through Friday at 2:00 p.m. (ET) of the first week of the course. Students should continue to work with their payment method (such as financial aid, military benefits, employer tuition assistance, or self-pay options) to ensure all requirements are met or explore other payment options. If payment is received before the deadline, full course access will be granted , and the student will be able to participate in the course.

Non-Payment and Course Drops

Students who do not finalize payment by Friday of the first week of the course will be dropped from the course for non-payment.

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, students are required to log into **all** of their 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 a student from being dropped.
- For special 2-week courses and comprehensive exams, students are only required to fully attend (log in and out) prior to the one week deadline.
- Students should not rely upon the automated drop if they know they want to drop the course. To ensure a student's course is dropped and they get a full refund, students must submit the online course drop form before the posted deadline.

Expected Course Load

Undergraduate Level

During an average week, students 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, students 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
- VitalSource

New and Used Textbook Rental and Purchase Sites

The following vendors provide new and used texts.

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

- Alibris
- Amazon.com
- Barnes & Noble
- Chegg.com (textbook rentals)
- Ebay.com
- Textbooks.com
- ValoreBooks

Course Materials Allowance (CMA)

In accordance with regulatory provisions for books and supplies, in order to academically succeed in a program, a student must be provided a means to purchase books and supplies at the beginning of the academic period.

Therefore, by the seventh day of a payment period, a school must provide a way for a student who is eligible for Federal Student Aid to obtain or purchase the books and supplies required for the payment period if:

- ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
- disbursement of those funds would have created an FSA credit balance.

A school must consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources. A school that includes the costs of books and supplies in the tuition charged and provides all of those materials to the student at the start of his or her classes meets the requirements of these regulations.

Our University book grant provides ebooks at no cost, to all credit-earning graduate, undergraduate, and doctoral students. A hard-copy textbook is provided at no cost if an ebook is not available. However, there are some exceptions in terms of software and material requirements for courses in programs such as, but not limited to, our Electrical Engineering, Healthcare Administration, Information Technology, Natural Sciences, Nursing, Public Health, and Sociology programs. These materials are not provided through the University book grant and need to be purchased by the student. Students should review course material requirements on their course description page for more information.

APUS provides the timely books/supplies allowance through an advanced check for the lesser of the presumed FSA credit balance or cost of required course materials.

APUS will notify students who qualify for the Course Materials Allowance (CMA) provision by email and provide them with resources to obtain their required course materials prior to the seventh day of their course. The email notification also provides the option to opt-out of the advance. Students can opt-out by:

- Selecting the Opt-out option (link) provided in the email
- Not cashing the check.
- Contacting the financial aid office prior to the check being issued.

Any student who does not respond or opt-out, will receive their eligible advanced funds.

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 for confirmation.

For Master's and Graduate Certificate Students

To minimize out-of-pocket costs, all master's and graduate certificate students earning academic credit receive a master's-level book grant. This provides no-cost textbooks and ebooks for master's-level courses. The grant covers ebooks, not hard-copy textbooks, unless there is no ebook available for a course. Local customs and delivery fees are the responsibility of the student. The grant does not cover software, subscriptions, or lab equipment. Further information regarding course materials can be found in the Trefry Library.

Graduate Materials and Ordering

Any hard copy textbooks that are required in courses will be available for grant recipients to order with a voucher through the University Bookstore. Many required readings are available online and will be provided directly inside the classroom.

Where is the University Bookstore?

If your course uses a hard copy book that is not provided inside the classroom, the bookstore link and an alert will appear in your ecampus when your registration information is sent, approximately 35 days before your course start date. The link can be found under the Courses & Registration section in Academic Plans & Forms.

How it works:

- You will receive an email from the bookstore (also known as Akademos/TextbookX) – this email will contain your voucher code.
- When you log in to the bookstore via the eCampus link, you will see a personalized page of the courses you registered for and only the course materials that are provided as a hard copy book.
- Select your materials and add to the cart, and apply your voucher code at checkout.
- NOTE - Some course materials can't be provided by the bookstore. In those cases, you will receive an email from booklist@apus.edu or ecm@apus.edu with access information.
- NOTE - Prices from the bookstore may fluctuate without notice. If your voucher is less than the price of your course book, please email ecm@apus.edu to request a review and we'll be happy to adjust your voucher amount if necessary. A screen shot of your cart showing prices and a total should be included

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 before registration.

APUS has transitioned to an 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.

Undergraduate Materials and Ordering

The APUS Undergraduate Book Grant provides course materials for undergraduate students earning academic credit. Further information can be found in 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 the student registering for those courses. Students should visit the Course Materials Guide for more information before registration.

Course material orders are processed daily once the student's registration fees (TA, FSA, check, etc.) have been received and are also based on the student's shipping address location. Students should be sure to keep a current shipping address listed in their student record.

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

Email Address and Shipping Addresses

It is VERY important that a student's email address and shipping address are kept current at all times. The email address is the primary method of communication for course material notifications. If a student's email or shipping address changes after they register for classes and they have items that will be shipped to them, please email 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 the 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 the student's 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 or 877-755-2787. 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 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 FedEx 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 due to an error in shipment should contact 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 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 are 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 a student has 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 that students 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 a Course

The following information is included in this section:

- Deciding Whether to Drop or Withdraw from a Course
- How to Drop or Withdraw from a Course
- How to Drop or Withdraw from a Course - Audit Students
- Returning Books/Course Materials
- Appealing to Withdraw from a Course after Withdrawal Period Ends

Deciding Whether to Drop or Withdraw from a Course

If a student changes their mind about taking a course, or if circumstances prevent them from completing a course in which they are registered, they may consider requesting a course drop or withdrawal. If a student is having difficulty finishing a course due to unexpected time constraints, they also have the option of extending the course rather than withdrawing.

Undergraduate students waiting for hard-copy textbooks through the APUS book grant should always drop the course before the end of week one if they have not received their books by then. Students will not be able to appeal for a tuition refund later based on the late arrival of their books.

Important Definitions

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

Consequences of a Course Drop

- **Grades:** Students 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):** A student's GPA is not impacted.
- **Transcript:** If a student has a transcript sent out, it will NOT show any record of the dropped course.
- **Refunds:** There is no fee for dropping a course, and students will receive a full refund of any tuition charge, although not for late registration fees.
- **SAP:** Classes a student drops do not count as “attempted” in calculations used to determine eligibility for Federal Student Aid or graduation eligibility.
- **Federal Student Aid:** A student's eligibility for FSA funding may be decreased or lost if the course drop changes (reduces) their enrollment status. If a course drop results in not completing a semester a student was scheduled to attend, they may be considered withdrawn from the semester and subject to a Return of Title IV (R2T4) calculation.
- **Course Access:** A student will no longer have access to a course once dropped.

Consequences of a Course Withdrawal

- **Grades:** Students 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:** A student's GPA is not impacted.
- **Transcript:** If a student has a transcript sent out, it will show this course with a “W” grade.
- **Refunds:** Students 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 a student uses Military TA, they should contact their ESO or ACES Counselor for a military withdrawal approval first, as they 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 graduation eligibility.
- **Federal Student Aid:** A student's eligibility for FSA funding may be decreased or lost if the course withdrawal changes (reduces) their enrollment status. If a course withdrawal results in not completing a semester a student was scheduled to attend, they may be considered withdrawn from the semester and subject to a Return of Title IV (R2T4) calculation.
- **Course Access:** Students will no longer have access to a course once dropped.

How to Drop or Withdraw from a Course

- Students should use the online “Course Drop/Withdraw Form” found under the University Forms column on the Academic Plan & Forms navigation menu of the student ecampus.
- Students will need to submit a separate form for each course.
- If a student does not have access to the Internet and needs to drop or withdraw from a course, they should contact Registrar@apus.edu (DoctoralRegistrar@apus.edu for doctoral students) 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 a student's 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.
- Students will not be able to submit a withdrawal request if the last week of the course has already started, or if they are already on an approved extension of the course. See Appealing to Withdraw from a Course after Withdrawal Period Ends for more information.

Returning 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 a student's course has started. If a student has special, unforeseen circumstances that requires them to withdraw from the course after the last week has started, they should contact the Office of the Registrar at Registrar@apus.edu with an explanation of their circumstances in an email. The Registrar's office will let the student know if they will need any documentation before approving their late withdrawal from the course. Students must submit this request before the official end of their course.

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

Special Circumstance Withdrawal Policy

- Students are normally only allowed **one** instance of a Special Circumstance Withdrawal. One instance may involve more than one course if the courses were in session at the time of their 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 a student is approved for a special circumstance withdrawal, a grade of W will be posted for the course.
- If a student paid for their course with military TA and the appeal is approved, they should contact their Education Service Officer (ESO). The student's ESO or ACES Counselor must be informed of the withdrawal and is solely able to determine if a student is eligible for a waiver of indebtedness for tuition assistance. Students will be responsible for the non-refunded tuition amount if the military does not agree to waive the debt.
- If a student paid for their course with federal student aid, the withdrawal could impact their financial aid award, as well as their potential eligibility for federal student aid. For more information, students should review the financial aid pages on withdrawals and on Satisfactory Academic Progress.

Eligibility

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

The Appeal Process:

- Submit an official appeal using the Academic Appeal Request form in the ecampus. It is located in the University Forms section.
- Documentation for an appeal must be attached to the appeal form. If it is too large to send, students should contact AcademicAppeals@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 an appeal will be sent to the primary email address on the student record.

How to Get a Course Extension

The following information is included in this section:

- Extension Policies
- Appealing a Denied Extension
- Submitting 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 students 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 a student's previous work in the course.

- Instructors have 72 hours to decide on an extension request.
- If an instructor fails to respond to a student's correctly submitted request within 72 hours, students should check the information within their ecampus, or contact 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. The longest extension would be 60 days from the original course end date, rather than the date the 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. For example, if the end date is 02/24/2009, a student would have until 11:59:59 pm Eastern Time on the 24th to complete all course requirements.
- Regardless of when a student on extension finishes their coursework, the instructor has until 8 days after the approved extension ends to submit a final grade. An instructor may post a final grade before the official extension end date if all work has been submitted.
- If a student does not complete the course requirements by the end of their extension, they will receive a grade for the course based on the work they completed, including a failing grade if appropriate, based on the grade and percentage of coursework submitted in relation to the overall requirements of the course.

Eligibility for a Course Extension

- A student must have completed graded course requirements accounting for at least 50% of possible points in the course, including at least one assignment after the mid-point of the course.
- Be in week 5 of an 8-week course or week 9 of a 16-week course.

If a student experiences an extreme circumstance such as deployment during the course to an area without internet access, a serious medical issue, or other similar situation, they should read the section on Extensions for Military Deployment and Other Special Circumstances.

Please note: Students can only request a second extension if they have completed a substantive amount of coursework on any previously approved extensions as determined by the instructor.

Students Considering a Course Extension

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

Consequences of Taking a Course Extension

Registration

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

Graduation

Extending a course may impact a student's planned graduation date as all courses, including course extensions, must officially end before their planned degree conferral date. Once a student is assigned a conferral schedule based on their requested course extension, we are not able to move them back to an earlier conferral.

Future Registrations

If a student has two or more concurrent extensions approved and has future registrations that will begin before the end of their extensions, they may be dropped from these future courses if the basis of the extension request was due to being overextended in the demands on their time.

Financial Aid

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

Air Force Students

It will be the student's responsibility to submit their final grade report to their ESO for their 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. This means the Air Force will require recoupment for a student's extended course, even if they do successfully finish it by the end of a 30-day extension if a previous final grade had been posted before the extension was approved. If a student requests and is approved for an extension that is longer than the Air Force allows from the original course end date, a student's TA for the course will be recouped by the Air Force regardless of the final grade.

Withdrawing

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

Final Grades

APUS does not allow Incomplete grades to remain on record permanently. Any extensions that are still not completed by 30 days after the course end date will receive a grade for the course based on the work completed, including a failing grade if appropriate, based on the grade and percentage of coursework submitted in relation to the overall requirements of the course.

How to Request an Extension

- Students must submit extension requests using the online form which can be found in their ecampus under the Academic Plan & Forms menu, under the All Forms link. If a student does not currently have access to the Internet and needs to request an extension, they should contact Registrar@apus.edu or call the university's toll-free number and ask for help submitting the online form.
- Students will need to submit a separate form for each course.
- Students must submit a detailed work plan with their extension request showing exactly which date they will be

submitting each outstanding forum, quiz, assignment, paper, or test.

- Students must request an extension BEFORE the course or current extension ends.
- Students must meet the eligibility requirements to submit the request.
- Decisions are emailed to a student's email address on record, so they must remember to verify on the extension form that their email address is current before they submit the form.
- If a student has not heard back from their instructor after 72 hours, they should check the information regarding their course in their ecampus, as extension dates will appear there, or they may contact studentservices@apus.edu to check on the status of the request.

Appealing a Denied Extension

Students who are denied an extension and believe they meet the eligibility requirements outlined have the option to appeal the denial by submitting the official Academic Appeal Request form in their ecampus. 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 the student does not contact the Academic Appeals Department within 7 days from the date their extension request was originally denied.

Submitting Work During an Extension

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

Each assignment is due on the date agreed upon with the 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. DSA students are also expected to submit assignments on the date agreed upon with their instructor at the time the course extension was approved, regardless of any assignment extension accommodation they may have been approved to receive.

Students must notify the professor via 1:1 Chat with Prof Discussions area each time they upload any assignment in the classroom. It is up to the student to ensure that the coursework is received.

If a student has missed any quizzes or exams, they will need to notify their instructor when they are ready to take one of these during the extension period. The instructor will then open this assignment up for the student.

Extensions for Military Deployment and Other Special Circumstances

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

A student's extension request and supporting documentation must be received by the Registrar's office BEFORE the end of the student's course or within 3 business days, whichever is first. Any delay in submitting documentation will cut into a student's 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 on the nature of the student's special circumstances.
- Documentation of a student's 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 a student's completion plan or circumstance does not support more than a 30- or 60-day extension, they will only be approved for that timeframe and no further extensions can be considered.
- Due to federal regulations, students may not be eligible for a special circumstance extension if they are using federal student aid and it overlaps an academic semester.
- If a student has more than one incident of special course extensions on their record, they may be restricted to part-time status to reduce their course load.
- If a student is approved for two or more concurrent extensions and has future registrations that start before the end of their extensions, the future registrations may be dropped to reduce their course load.
- The potential consequences and the extension policies of taking a special circumstance extension are the same as for standard extensions, so students should make sure they have read the Extension Policies section of the Student Handbook.

How to Request a Special Circumstance Extension

- To request a **Special Circumstance Extension**, select the *Course Extension (Special) Request Form*, which can be found in the student's ecampus under the Academic Plan & Forms menu, under the All Forms link. If a student does not currently have access to the Internet and needs to request an extension, they can contact extensions@apus.edu or call the university's toll-free number and ask for help submitting the online form.
- Students will need to submit a separate form for each course.
- Students must request an extension **BEFORE** their course or current extension ends.
- Students must be in week 5 of an 8-week course or week 9 of a 16-week course to submit their course extension

request. Correspondence is emailed to a student's email address on record, so students must remember to verify on the extension form that their email address is current before submitting the form.
- Students are required to send the Registrar's Office a copy of official documentation that outlines their special circumstances (deployment orders, hospitalization records, etc.). The form includes an upload section to attach documentation; students should not submit this form without it.

If a student has not received a decision on their extension request within two (2) business days, they should contact extensions@apus.edu for a status update.

How to use the Special Course Extension Form

When a student submits the online form, they will be asked to provide a brief reason for the request and upload two supporting documents:

- **An uploaded copy of 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 a CCP** (course completion plan) which consists of a typed document listing missing assignments and new submission dates. Documentation and the CCP must align with the time the student is requesting.

All documentation needs to be submitted at the same time to prevent any system errors or delays in processing the request. If a system error is received when the student submits their form and they are not sure it went through, they should contact extensions@apus.edu for verification within one business day.

If students have any questions once their form is submitted, they should contact extensions@apus.edu directly to ensure the quickest response.

If follow-up documentation is requested, all updated supporting documentation and a Course Completion Plan (CCP) must be sent as attachments to extensions@apus.edu.

Reminder

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

Eligibility for Special Circumstance Extensions

- A student must have successfully completed at least 50% of the total coursework, including at least one assignment after the mid-point of the course.
- Be in week 5 of an 8-week course or week 9 of a 16-week course.
- A student's special circumstance must involve an unexpected military commitment, critical illness of oneself or a dependent, the results of a natural disaster, or some other exceptional one-time situation, unless is it based on an approved disability accommodation.
- 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.

Military Circumstances

- Any circumstance that is based on 'higher operational tempo" or 'expanded role at work' is not sufficient for a

special course extension. Students should apply for a 30-day extension for any heightened workload issues.
- If a student's circumstance is for military deployment, training, or transfer, the FIRST notification to the student regarding this must be dated after the last day of the free drop period. If a student was notified of this deployment, training, or transfer before the end of the first week of the course, it is expected that the student would drop the course.

Other Circumstances

- If a student's 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 before the end of the first week of the course, it is expected that the student would drop the course or would not have been able to submit their required first-week assignment.
- No extension will be approved for a circumstance that occurred or for a notification that is dated after the original course end date unless the student is already on an approved course extension, which will be impacted by the circumstance.

Reminders

- 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 a student has trouble completing the online form.
- If a student is using federal student aid, a special circumstance extension could impact their financial aid award as they might be overlapping an academic semester. Students should contact our FSA Help Desk at Finaid@apus.edu to discuss the impact of an extension first.

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
- Retaking 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, the student's professor has 5 days for grading. Final course grades will be posted after the course ends.

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

If a student needs a grade report quickly, they can print an official Grade Report from their ecampus under the **MY ACADEMIC RECORDS** menu**.**

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

Incomplete Grades (Extensions)

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

Professors are not obligated to grade the course as soon as a student submits their work and have until 8 days after the official course extension end date.

Please note:

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

Appealing a Final Grade

If a student believes that a final grade does not accurately reflect their coursework in a course, they have the option to appeal their final grade. You will need to try and resolve the issue with the instructor first.

Only a student's final grade in a course may be appealed; appeals for individual assignments during an active course are not permitted. If you have concerns about grading during a course, please utilize the help button within the classroom.

A grade appeal should be limited to specific charges of arbitrary and capricious grading. This means that if the grading criteria was not clearly communicated or followed the student may have grounds for an appeal.

If a student wishes to appeal their final grade, an appeal can be initiated by submitting the appeals request form within their eCampus. The Academic Appeals Specialist will send the student a grade appeal questionnaire to help them structure their appeal. Once that questionnaire is returned an Academic Appeals Specialist will open the official Grade Appeal within 3 business days of receipt.

- No grade appeals will be considered for individual assignments unless they impact the student’s final grade.
- No grade appeals will be considered for courses whose final grade was posted more than 90 days ago.
- No grade appeals will be considered for students whose degrees have been conferred.

Special Air Force Deadlines

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

Retaking Courses

Retaking a Passed Course

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 the student's transcript. Students should contact academic advising at advising@apus.edu to make the retake request for passed courses. Please note that not all funding sources will pay for the student's second passed retake, so students should check with their funding source before registration.

Retaking a Failed Course

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

The original failing grade will show as “R” on the student's transcript, and the previous failing grade will be removed from their GPA as long as they complete the course retake. However, students will still see their original failing grade on their personal online academic plan and their individual online grade reports.

If a student is an undergraduate student who fails ENGL101 or ENGL110 twice, they may be placed on academic suspension pending dismissal from the university. Students should contact their Academic Advisor for additional assistance.

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

Transcript and GPA Impacts

Before August 2008

- If the course start date for a student's retaken course was **before 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 date for a student's retaken course was on or after August 1, 2008, the retake removes the impact of the original failing grade on their 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 before April 2014 will count as one failure, so as of April 2014, students will still have one attempt available to pass any previously failed course.
- If a student fails a required course twice in their program, they may need to change their major to a program where that course is not required. Students also have the option to appeal for a third retake of this course by submitting the appeal request form from the ecampus

Important Information

- The course retake policy only applies if the exact course that the student 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. Students should review the Failing a Comprehensive Exam section of the Student 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 the 150% rule of course credit attempted vs course credit earned for graduation eligibility.
- The retake policy does not apply to courses that a student took in programs that they have already completed. For example, if a student failed a course in their Associate's program, and has already had that degree conferred, they cannot have the original failing grade forgiven in their GPA by retaking it now in their Bachelor's program.
- The Army does not follow AMU's course retake policy when it is calculating a student's overall GPA for TA eligibility. The Army's GPA is independent of the GPA of 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 a student previously took a split science lecture/lab course combination, and failed one of the component courses, they will not be able to retake this science combination. Students will need to take a different Science course selection to fulfill their General Education requirement. If the specific course they failed is a required course in a student's program, they should contact their Academic Advisor to help 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 the First Attempt at the Comprehensive Exam

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

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

Each of the student's comprehensive exam attempts will be a separate registration with a separate grade posted on their student transcript.

Potential Options

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

- If a student fails because they didn’t take the exam on time, they 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 a student fails due to substandard work, they 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 a student fails because they did not adhere to the conventions of standard English grammar and/or formal academic writing expected at the graduate level, they may be required to complete the Graduate Writing modules before being allowed to register again for either another comprehensive exam attempt with a different faculty member or for the discipline’s capstone course.
- If a student fails due to any findings of plagiarism, they will need to appeal for another chance to take the comprehensive exam. Students may do so by submitting the official Academic Appeal Request form within their ecampus, located in the Academic Plan & Forms menu, under University Forms.

Consequences of Failing a Second Attempt at the Comprehensive Exam

If a student has failed the comprehensive exam twice*, they are no longer eligible for degree conferral. Upon request, an official letter will be provided confirming the student's GPA and semester hours completed toward the degree.

Students 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 the student's previous failed attempts, and must be submitted using the official Academic Appeal Request form within their ecampus. The Academic Appeals department will research and escalate the student's appeal and provide a decision within 15 days.

A student's appeal for a third attempt may be denied, or they 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 they are allowed to register again for the comprehensive exam course with a different faculty member.

*Excluding the Master of Public Health comprehensive exam

Consequences of Failing the First Attempt at a Capstone Course

If a student receives a failing grade for their first attempt at a master's capstone course, they will be automatically blocked from registration until the reason for the failure is documented by the Office of the Registrar. A second attempt at a capstone course is not automatically approved.

Potential Options

Students have the option of forgoing the conferral of their degree. Upon request, an official letter will be provided confirming a student's GPA and semester hours completed toward the degree. Otherwise, they will have the options as outlined below depending upon the reason for the failing grade:

- If a student fails due to substandard work, they 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 a student fails because they did not adhere to the conventions of standard English grammar and/or formal academic writing expected at the graduate level, they may be required to complete the Graduate Writing modules before being allowed to register again for either another comprehensive exam attempt with a different faculty member or for the discipline's capstone course.
- If a student fails due to any findings of **plagiarism**, they will need to submit an official appeal request within their ecampus for another chance to take the capstone course. Students may do so by submitting the Academic Appeal Request form in the University Forms section of their ecampus.
- 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 the Second Attempt of a Capstone Course:

If a student has failed their capstone course twice, or a combination of a comprehensive exam and a capstone course attempt, they are no longer eligible for degree conferral. Upon request, an official letter will be provided confirming a student's GPA and semester hours completed toward the degree.

Students 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 the previous failed attempts, and the official Academic Appeal Request form must be submitted to do so. The Academic Appeals department will research and escalate the appeal and will provide a decision within 15 days.

A student's appeal for a third attempt may be denied, or they 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 they are allowed to register again for the capstone course with a different faculty member.

APUS Grading System (Chart)

A student's cumulative GPA at APUS is determined solely by the courses they have taken at APUS towards their current degree. If a student changes their major, their previous APUS courses will roll over into their GPA for their new major. However, if a student graduates from a program, they will start over with a fresh GPA when they start their next program. For example, a student's grades towards their conferred Associate degree at APUS do not impact their subsequent GPA in a Bachelor's program.

Effective September 1st, 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 73% (C) or better. In the capstone course, NURS498: Senior Seminar in Nursing Studies, students must achieve a final course grade of 84% (B) or better 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 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 **Minimum passing grade for NURS498**
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 a student's transcript, it is recommended that they observe a 24-hour waiting period before placing an order for a transcript. The waiting period should follow any of the following events:

- The posting of a final grade to a student's academic plan.
- The successful conferral of a student's academic program.
- The completion of a student's transfer credit evaluation.

Ordering Instructions:

All requests for official transcripts must be placed through the student's ecampus. If a student has forgotten their student ID or password, they can reference the following links or contact our Student Services team at StudentServices@apus.edu or by calling 877-468-6268.

Student ID Recovery: https://login.apus.edu/padsts/ForgotUserID
Password Recovery: https://login.apus.edu/padsts/ForgotPassword

Current Students: Once a student has logged in to their account, they should navigate to the Academic Plan & Forms tab, then under the University Forms column, select the Order APUS Transcripts link.

Alumni: Once logged in, navigate to the Alumni Services tab, then under the University Forms column, select the Order APUS Transcripts link.

Students will be directed to our transcript ordering portal, where they will be prompted to create a Parchment Learner account. From there they will be directed through the ordering process.

Downloadable Degree Plan: APUS does not offer unofficial transcripts. Students may print a copy of their downloadable degree plan from their ecampus for an unofficial view of their current courses in their current or most recent program with APUS. If a student needs to view prior or multiple programs they will need to order an official transcript.

To access a student's downloadable degree plan, they should log into their account and navigate to the Academic Plan and Forms Tab and then Academic Plan.

Please contact APUSTranscripts@apus.edu for further assistance.

Fees (Plus applicable state and local sales tax):

- Official eTranscript: $15
- Official Paper Transcript: $20
- Expedited Paper Transcript: $50

Order History:

To check the status of a previously ordered transcript, a student should select the Order Transcript button and proceed to the “My Account” on the Parchment website.

Important Notes:

1. Paper transcripts are mailed on the same date if the order is placed before 2:00 PM ET, otherwise they are mailed the following business day.
2. To order an official transcript students must:
    - Have completed at least one course at APUS OR
    - Withdrawn after the first week of a course at APUS
3. Students will not be able to order an official transcript if they have an Incomplete record status. They are required to submit all required admission documents listed in their Document Log to have a Complete record status. Please contact Documents@apus.edu for further assistance.
4. If a student conferred multiple degrees in the Technical Management Program (Bachelor, Associate, and Undergraduate Certificate) they must email their request for a transcript to APUSTranscripts@apus.edu.
5. Upon completion of the Transfer Credit Evaluation for a new program, a student's updated TCE will not appear on their transcript until one of the following has occurred under the new program:
    - Completed an APUS Course
    - Withdrawn from an APUS Course after the 1st week

Transfer Credit

Upon completion of the Transfer Credit Evaluation for a new program, a student's updated TCE will not appear on their transcript until one of the following has 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 a student's transcript only AFTER the actual conferral date of their degree. We cannot post conferrals before 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 the student's transcript but will continue to show as the original grade on the student's personal academic plan and individual grade reports in their student portal.

Exceptions to APUS Transcript Release Policy

Teachers Summer Workshop

One official transcript will be issued, at no charge, upon request if a student has completed a course that falls under “Teachers’ Summer Workshop,” (for example, HIST680 – Special Topics) without requiring their 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. Students can contact the Military Registrations Team at 877-755-2787 for further assistance.

Air Force Portal

Concern	Student Scenario	How to Submit a Concern	Response Time
Invalid Grade in AI (Air Force)	If a student is an Air Force student with a grade that is not valid posted in the Air Force portal.	military@apus.edu	1 business day
APUS Course Not Listed in AI Portal	If a student is an Air Force student trying to register through the Air Force portal and doesn't see the offered APUS course they need.	military@apus.edu	1 business day
Conferred Degree not Posted in AI Portal	If a student is an Air Force student whose degree has been conferred by APUS but isn't reflected in the Air Force portal yet and they are currently trying to register in a new program.	military@apus.edu	3 business days

ArmyIgnitED Portal

Concern	Student Scenario	How to Submit a Concern	Response Time
Missing/Invalid Grade in ArmyIgnitED	If a student is an Army student who needs an emergency posting of a missing grade in ArmyIgnitED.	military@apus.edu	1 business day
Conferred Degree not Posted in ArmyIgnitED	If a student is an Army student whose degree has been conferred by APUS but isn't reflected in the ArmyIgnitED portal yet and they are trying to register in a new program.	military@apus.edu	1 business day

Navy Portal

Concern	Student Scenario	How to Submit a Concern	Response Time
Missing/Invalid Grade in	If a student is a Navy student who needs an emergency	military@apus.edu	3 business

NCMIS (NAVY)	posting of a missing grade in the Navy portal.	days

Graduation Process

- Graduation Information
- Awarding a Certificate
- Transfer Credit to Complete 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. For students in a certificate program, APUS awards certificates on the first day of each month.

"**Conferral date**" is defined as the date on which a student's degree is officially awarded. Due to outstanding financial obligations, outstanding grade appeals, or established conferral schedules, students may actually complete their degree requirements before their degree is officially conferred.

To be eligible for the conferral of a degree or awarding of a certificate program, students must:

- All final course grades must be posted.
- Have fulfilled all course requirements in their program.
- Have a GPA of 2.0 in an undergraduate program or 3.0 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 students maintain an accurate email address and shipping address in their student record. Students will incur additional charges if we need to reship misdirected diplomas or transcripts due to a shipping address that is not valid. A student's conferral could also be delayed if they are not receiving notifications of outstanding graduation process requirements.

Transcripts

A student's conferral date will not be reflected on any transcript they order until the conferral date has occurred, regardless of when a student received final clearance for their program.

For more information on GPA requirements, program deadline requirements, or SAP requirements (150% rules), students should review the Before Starting a Program for Undergraduate, Masters, or Doctoral section of the Student Handbook.

Awarding a Certificate

Stand Alone Certificate

The certificate review process begins when a student submits the online Certificate Completion Application form. Certificates are awarded on the first of each month when processed separately from a degree.

Once a student submits their Certificate Application, the following processes are triggered:

- **Academic Audit -** A review of the student academic record to confirm that all certificate requirements for completion have been met.
- **Finance Audit -** A review of the Student Account to ensure there is no outstanding balance.
- **Library Audit -** Ensures all books or materials reserved from the library have been returned to APUS and there are no outstanding fees.

For a student to be eligible for the award of their certificate program, they must have:

- Completed the Certificate Completion Application
- Fulfilled all course requirements in their program.
- A GPA of 2.0 in an undergraduate program, or 3.0 in a master's level program. If the passing courses do not meet the GPA requirement, students may take excessive courses to improve their GPA; however, these courses may not be covered by TA, FSA, or VA.
- Complete all program requirements within the published program deadline.
- Fulfill all course requirements within 150% of courses attempted vs. courses successfully passed.
- No outstanding balances.

Transfer Credit to Complete Program Requirements

If students are nearing graduation and expect to use transfer credit to complete some remaining course requirements in their program, they must have their initial TCE completed before they apply for graduation.

All requests and official documents needed for TCE updates must be received *at least 60 days before a student's chosen conferral date.*

For graduation on	All TCE documentation is due no later than
February 1st	December 1
April 1st	February 1
June 1st	April 1
August 1st	June 1
October 1st	August 1
December 1st	October 1

If documentation is not received on time, the academic review cannot be processed and student 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** - The student's name on their diploma or certificate must match the legal last name APUS has on file. Students may spell out their middle name, as well as add generational suffixes (Sr, Jr, etc.). No prefixes, ranks, or titles will be placed on the diploma.
    - To allow a different legal name on their diploma, students must contact the Record Updates Department at recordupdates@apus.edu for assistance with updating their name on file. Once updated, students may then proceed with applying for graduation, or contact the Graduations Office (graduations@apus.edu) to update their name if an application has already been submitted. All changes must be made before the student's conferral or certificate award date.

Application Deadlines for Degree Conferral

A student's Graduation Application must be requested at least 60 days before their projected conferral date. Students should select a projected conferral date that is at least 9 calendar days after their last course end date. The instructor's 8-day grading period should be considered when selecting a projected conferral date. An instructor has 8 days to post a student's final grade after their course ends. Instructors are not able to post a final grade for their courses before the course end date.

For conferral on:	Application due no later than:
February 1	December 2
April 1	February 2
June 1	April 2
August 1	June 2
October 1	August 2
December 1	October 2

Application Deadlines for Certificates

If a student is in a certificate program, they should submit their Certificate Completion Application as soon as their final grades are posted and all of the courses required for their 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, the application is due no later than May 15.
- For award on August 1, the application is due no later than July 15.

If students do not submit their application until after the 15th, their certificate award date will be moved to a month after the first of the next month.

Please submit a “Certificate Completion Application Form”:

- Log into the student record and refer to the 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.

Fees

There is a one-time, non-refundable fee of $250 per Associate degree and $350 per Bachelor or Master degrees. The fee covers administrative costs associated with completing the graduation review, as well as printing and shipping the student's 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 a student submits the online Graduation Application. Once the Graduation Application is submitted, the following processes are triggered:

- **Academic Audit** – A review of the student academic record and confirm that all program requirements have been met.
- **Finance Audit** – A review of the Student Account the ensure there is not an outstanding balance.
- **Library Audit** – Ensures all books or materials reserved from the library have been returned to APUS and there are no outstanding fees.

For a student to be eligible for conferral of their degree, they must have:

- Completed the Graduation Application
- Fulfilled all course requirements in their program
- A GPA of 2.0 in an undergraduate program, or a 3.0 in a master's level program. If the passing courses do not meet the GPA requirement, students may take excessive courses to improve their GPA; however, these courses may not be covered by TA, FSA, or VA.
- Complete all program requirements within the published program deadline.
- Fulfill all course requirements within 150% of courses attempted vs courses successfully passed.
- No outstanding balances.

If a student has not cleared all audits prior to their conferral date, they will be notified by email that their conferral has been moved to the next available date. A student will not confer until they complete all of the program audit requirements.

Graduation Information Online

Students may track their graduation process in their online ecampus under “My Graduation Info.” The information in this section is updated once a student applies 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:** The student has successfully completed all academic requirements for their current degree.
- **Grades Not Posted:** The student has registered for all courses needed to complete the current degree; however, not all course grades have been posted.
- **Incomplete Grade:** The student is currently on a course extension or has additional courses to complete their program.

Ineligible: The student failed the final course requirement or does not meet the minimum GPA requirement for their degree.

Finance Audit and Library Audit

These will be completed once the student has been cleared academically for graduation. A status of "Not Clear" will show if they have an outstanding issue with any of these reviews. Students will not be able to receive any transcripts or have their diploma shipped if they have any outstanding balances.

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 students have questions about their End of Program Survey, they should contact feedback@apus.edu and include their Student ID so that we can look up their student record and promptly assist.

Shipping of Diplomas and Certificates

Once a student receives final clearance for their program, they will be scheduled to have their degree conferred or their certificate awarded during the next conferral or award date listed in the Application Deadlines section.

To receive final clearance, students must have cleared all audits on their graduation checklist. This includes:

- Academic Audit
- Financial Audit
- Library Materials Audit

Diplomas

Within two weeks of a student's degree conferral, their digital diploma will be emailed to the primary email address on their student record. Within six weeks after a student's degree conferral, their 11" x 14" diploma will be mailed to the mailing address on the student's record. Please allow an additional 30 days for international shipments.

Students may check the status of their diploma shipment by using the “track delivery” link located on their Parchment Award learner account. If students have not received their diploma within 6 weeks of their conferral date, they can email Diploma@APUS.EDU for additional information.

Diplomas contain the following information

- The student's name as listed on the graduation application - Please Note: Only the student's legal name may appear on the diploma. No titles or ranks will be included. If a student's legal name has changed since applying to the school, they must update their student record by providing legal documentation of the name change to RecordUpdates@APUS.EDU.
- The APUS institution attended (American Military University or American Public University).
- The student's degree program level and program name (Concentrations are not listed on the diploma).
- The student's honors designation - If the student met the requirements for university honors in their program by June 1, 2019, “with Honors” will appear on their diploma. If the student meets the requirements for Latin Honors in their program, the Latin Honors designation will appear on the diploma in lieu of the university honors. Official transcripts for all honor designations will display “with Honors."

Certificates

Once a student's certificate is awarded AND they have passed all of the above record audits, their digital certificate will be emailed to the primary email address on record within two weeks of the date it is awarded. The 8.5” x 11” certificate will be mailed to the mailing address on the student record approximately six weeks after the certificate award date.

Certificates contain the following information

- The student's name as listed on the certificate application - Please Note: Only the student's legal name may appear on the certificate. No titles or ranks will be included. If a student's legal name has changed since applying to the school, they must update their student records by providing legal documentation of the name change to RecordUpdates@APUS.EDU.
- The APUS institution attended (American Military University or American Public University).
- The student's program level and program name.

Copies of the Diploma and Certificates

Students may place orders for additional copies of their final diploma and/or certificate before or after their conferral date. The cost of each additional diploma and/or certificate is $35. To place an order for an additional diploma and/or certificate, students must use the Additional Diploma Request Form located in the FORMS menu in their ecampus portal. Additional diploma and/or certificate orders will not be sent out until after the student's degree has been conferred. Payment should be submitted to Stuaccounts@APUS.EDU.

If a student is currently enrolled in a new program but needs to order an additional copy of a diploma and/or certificate from their prior program, they should email diploma@apus.edu to request a PDF version of the Additional Diploma Request form. Students can contact Stuaccounts@APUS.EDU to submit their payment and return the completed PDF form to diploma@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

Students will be notified by email at the time of academic clearance and final clearance reminding them to confirm or update their email and mailing address on their student record.

If we need to reship a diploma or certificate because a student's mailing address in their student record was not current, students will need to submit the Additional Diploma Request Form for reshipment of their diploma or certificate. Students 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 payment confirmation. If payment confirmation is received after the 4th 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 a diploma or certificate can be directed to 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 before June 1st will retain that designation on their conferred degree. Students pursuing Bachelor's 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 a student was admitted into their current program is what determines the requirements for university honors designation upon graduation. If a student was disenrolled and readmitted, their program will follow the honors requirements that were current at their 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 the final transcript.
- Admitted *after* Fall 1996 with a degree conferred before 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 before 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 a student needs to retake the final course requirement after an initial failure, they will not be eligible for honors designation, regardless of final grade and GPA.
- Admitted on or after May 1, 2011, with a degree conferred before 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 a student needs to retake the final course requirement after an initial failure, they will not be eligible for honors designation, regardless of final grade and GPA.
- Admitted on or after Oct. 1, 1996, with degree conferred after Nov 1, 201,4 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 the 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 the final transcript and diploma.
- Please refer to the Course Grades and APUS Transcripts section of the Student Handbook for detailed information.

Questions regarding GPA calculation or other honors factors may be directed to 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”

Questions regarding GPA calculation or other honors factors may be directed to graduations@apus.edu.

Letters of Pending Graduation

If a student needs to verify their cleared graduation status due to an upcoming promotion board appearance, school admission, or other work-related circumstance, they may download a "pending graduation letter" as long as they have already submitted their 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 Academic Plan and Forms tab, then selecting all forms.

Air Force Students Only

The **OTS Memo** serves as verification of completion of the degree. To initiate the request, email the OTS Memo form to graduations@apus.edu.

Questions regarding letters of pending graduation may be directed to 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 students contact their Academic Advisor for assistance during or after the completion of their final course in their current academic program or whenever they are ready to return.

The Process

If a student is currently in an APUS program, they may apply for a new program as soon as they have final clearance for graduation from their current program with APUS. In addition, if a student reaches their program deadline, a program add can move a student 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 they are within 12 months of their program deadline. If a student is 90% complete in their program, a program deadline extension would be considered instead.

It is very important that students do NOT register for any courses in their new program until their Degree Change form has been processed and the new program is displayed for the student as their online academic plan.

Certificate to Degree

If a student completes a certificate from the University and then decides to pursue a related degree, they may transfer any applicable courses that apply to the subsequent degree program. The courses transferred directly from a certificate completed will NOT count towards their maximum transfer credit cap.

Degree to Certificate

If a student completed a degree and would like to enroll in a related certificate, all previously completed APUS courses for which they 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 a student completes a degree and would like to enroll in a subsequent program, the Transfer Credit department will automatically review their completed residential credit to determine what courses can be applied to the new program within 21 days from when they enroll in the new program. All applicable APUS credits for which a student earned a passing grade will be considered residential credit and will not count toward the transfer credit maximums.

If a student has previous transfer credit applied to their initial degree, it will also be reviewed when they enroll in 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.

To be eligible for a subsequent degree at the same level, students 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.
- Bachelor’s students can pursue a subsequent bachelor’s 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 students 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 completed at the same level, even after the second degree.

Residential Credit Policy

All courses completed at APUS, either through a conferred degree or an expired program, will be considered Residential Credit for the student's current program as well as future programs where the courses are applicable. The university reserves the right to determine the acceptance and applicability of residential credit for all programs, including newly established programs.

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 Bachelor's requirements may not enroll in the requested program. 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 Associate's degree, then they may not be eligible. Additionally, students may not earn duplicative degrees (for 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).

To enroll in a subsequent degree program at the same level, students 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 students do not see contact information pertaining to their concerns, they should contact the Student Support Center at 877-755-2787 for further assistance.

Request Type	Student Scenario	How to Submit a Request	Response Time
Course Reentry	If a student dropped a course by mistake and wishes to get back in the course.	registrar@apus.edu	2 business days
Death Notifications	If APUS needs to be notified of the death of a student.	regrecords@apus.edu	
Directory Information Block	If a student wishes to place or remove a Directory Information Block on their student record.	ferpa@apus.edu	3 business days
Do Not Contact Requests	If a student wishes to have APUS no longer contact them. This can only be done if they are no longer an active student.	enrollments@apus.edu	1 business day
English Proficiency Tests	If a student is a non-U.S. citizen required to submit official verification of their English proficiency and wishes to have this waived.	admissionsdirect@apus.edu	10 business days
Expulsion - Record Verification Department	If a student was expelled for lack of identity verification documents by their given deadline in the Record Verification process, they can file an appeal up to 14 days after the date of dismissal.	RVAppeals@apus.edu	3-5 days
Expulsion - Student Conduct Basis	If a student was expelled or is 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 wishes to appeal to remain enrolled at the university.	conduct@apus.edu	30 days
Financial Aid Eligibility	If a student has lost federal student aid eligibility due to their GPA or an excessive number of withdrawals and failures and wishes to appeal to have their eligibility for federal student aid reinstated.	Use the web form "Satisfactory Academic Progress Appeal Form" in the student ecampus.	5 business days after receipt of all required documentation
Late Course	If a student wishes to withdraw from their course after the		2 business

Withdrawals	final week has started but before the end of the course.	registrar@apus.edu	days
Learning Outcome Assessment	If a student is graduating and wants to request a waiver of taking the Learning Outcome Assessment.	loa@apus.edu	15 days
Letters of Pending Graduation	If a student has been academically cleared for a degree at APUS and needs verification of this for a third party before their official conferral date.	Use the web form "Pending Graduation Verification Request Form" in the student ecampus.	3 business days
Maximum Course Load	If a student wishes to appeal to take above the maximum course load allowed or to appeal their current registration restriction of one course or part-time.	registrar@apus.edu	10 days
Name Change, Correct DOB or SSN	If a student wishes to have their name changed in their student record, or their date of birth or SSN corrected, they will need to send official documentation to support this change, such as their SSN card or other government-issued ID or document.	recordupdates@apus.edu	3-5 business days
Syllabus Request	If a student wishes 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.	syllabi@apus.edu	3 business days
TCE Award	If a student wishes to challenge their transfer credit evaluation results.	creditaward@apus.edu	30 days
TCE - Transient Letters	If a student needs a letter stating that APUS will accept a course they are taking at another college as transfer credit.	creditaward@apus.edu	10 days
SCEP Working Agreement	If a student has a Student Career Experience Program working agreement that they need to have signed.	careerservices@apus.edu	2 business days

Readmission to APUS

Disenrolled Students: If a student was previously disenrolled after not taking courses for 12 months, or had voluntarily decided to leave the university, their academic status will display as "DISENROLLED" in the ecampus and they can apply to be readmitted by using the online form provided. The Readmission Application is located within the ecampus by hovering over ACADEMIC PLAN & FORMS and clicking on the link for All Forms under the UNIVERSITY FORMS menu.

Dismissed Students: If a student was dismissed from the university for any reason, including a low GPA, their academic status will reflect the status and type of dismissal in their ecampus, and they will need to appeal for readmission by using the online form provided. This form is located within the 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 Appeals Information section of the handbook.

Readmission after Disenrollment

Students may apply to be readmitted by submitting the Readmission Application, Appeals Form, or Degree Change Form located under the ACADEMIC PLAN & FORMS dropdown under the All Forms section of the ecampus. Once the request is reviewed, students will be readmitted or sent an email within 3 business days outlining any remaining admission documentation that must be submitted before we can complete their readmission. Students can review these documents within their Document Log by hovering over the “ACADEMIC PLAN & FORMS” tab and selecting “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 the student submits the readmission request.

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's license, state ID, or passport.
- For military and veteran applicants: a government-issued JST or CCAF; APUS will order the JST or CCAF transcript on behalf of the student.
- 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's license, etc.).
- For international applicants: a legible color copy of a driver's license, international military ID, or passport.

Once readmitted, the student will fall under the program requirements, admission, and transfer credit policies as outlined in the APUS catalog at the time of their readmission. This may mean that the courses needed to complete their program have changed, which may require them to take additional courses 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, to maximize their transfer credit.

All Veteran Students and Those Using VA Benefits: Students who are U.S. military 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 before 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 to Know about Readmission

Transfer Credit

If a student previously had transfer credit awarded by APUS, or had already submitted a Transfer Credit Application, APUS will review all of their submitted transcripts again at no charge within 21 days of their readmission. *Questions regarding previous TCE awards may be directed to creditaward@apus.edu.*

Program no Longer Offered and Changing Programs

Students are unable to be readmitted into a program that is no longer offered at APUS. If a program is no longer offered or a student is looking to return to a new program, they should submit a Degree Change Form located under the ACADEMIC PLAN & FORMS dropdown under the All Forms section of the ecampus. Once this form has been submitted, a student's readmission request will automatically begin. *Questions regarding previous programs may be directed to Advising@apus.edu.*

Program Deadlines

If a student has a program deadline that has already expired or will expire in less than a year, they will 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.*

Minors

Students will not be able to sign up for a minor with their program during the readmission process. If a student wants to add a minor to their degree program after being readmitted, they will need to contact their Academic Advisor who will help ensure that their selection will be approved by their School. *Questions regarding minors may be directed to Advising@apus.edu.*

Appealing Policy

If a student completed a significant amount of their program and wants to appeal the university policy that would readmit them under the current catalog version, they must submit an official appeal requesting a Readmission Exception before submitting the Readmission Application in their ecampus.

This appeal form is located in the University Forms section of the ecampus. We are unable to reset a student's program back to a previous catalog once they have been readmitted, so students must appeal this BEFORE they make any form submissions to update their program or readmission. If a student has already submitted the Readmission Application and it has been processed, they can no longer appeal this university policy. This information is also listed boldly on the Readmission Application. Failure to read the instructions on the form before submission does not constitute grounds for appeal of this published process, so students should be sure to read any forms before submitting them.

Students May Be Denied Readmission to APUS

- If a student already attempted at least 12 semester hours at APUS and has an undergraduate GPA below 2.0 or 6 semester hours and has a graduate GPA below 3.0. Attempts include all W and all final grades A-F.
- If a student has previous Code of Conduct violations on their record.
- If a student's previous academic record at APUS would not allow them to succeed in completing their degree within the 150% attempted vs. earned credits to be eligible for graduation.
- If a student had an inordinate number of course drops, program changes, disenrollments, or financial aid cancellations on their previous record at APUS.

- If a student was previously denied admission to APUS for any reason.

If a student is denied readmission or is not able to submit the Readmission Application due to their previous academic record, and wishes to appeal, they should submit their official appeal using the Academic Appeal Request form in the University Forms section of the ecampus. All appeals will only be accepted in writing. A student's appeal will be denied if their previous failing grades were due to not submitting any work in the classroom after the first week.

All appeal decisions will be sent to the student's primary email address on record. If their appeal is denied, they will have 30 days to request a second-level appeal. If the second level request is not received within 30 days from the original denial, the denial decision will be final. Any decision taken by an executive academic committee will be considered final. If a student was previously denied an appeal, they will no longer be eligible to appeal for further consideration of readmission.

Readmitted under the Academic Probation Policies

If a student's appeal for readmission is approved and their GPA is below the required minimum, they will be reentering under the current catalog requirements and placed on academic risk or academic probation, and must follow those policies, depending on how many courses they 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 a military's student current place in their program is held if they are leaving the university for more than 12 months, they 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. This can be done 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 the ecampus by hovering over ACADEMIC PLAN & FORMS and selecting All Forms under the UNIVERSITY FORMS menu. If a student did not submit the Program Hold request, they should submit an official appeal using the Academic Appeal Request form to be readmitted as a legacy student to the previous catalog version of their program with a copy of their deployment or active duty papers. Military students who wish to be readmitted in 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.

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
- Generative AI 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 are all stakeholders in the institution and must work to achieve and abide by these standards.

1. We emphasize a sense of belonging among our vast community; all members of the community are respected, and their unique thoughts and contributions are valued.
2. We practice and promote academic integrity, professional conduct, and a welcoming learning environment.

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, a welcoming learning environment, 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:

Academic Dishonesty

Academic dishonesty 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 a student, 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

The 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.

Problematic Referencing and Citation

Problematic referencing and citation includes but is not limited to the use of unverifiable references, the citation of material that cannot be located within the source material, citations that do not have a corresponding reference, and references that do not have a corresponding in-text citation.

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 one's 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 one's 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 the student to their 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 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.

To report hazing, contact Jennifer Hawkins, APUS Student Conduct Officer and point of contact for formal complaints at disputes@apus.edu. Reports may also be filed anonymously using the APUS Student Hotline, hosted by third-party hotline provider, EthicsPoint.

In compliance with applicable laws and in the spirit of transparency, the university publishes reports of hazing violations. These reports are updated regularly and remain available for public viewing for at least five years.

View the Campus Hazing Transparency Report.

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. Flagrant violations of academic conduct standards are defined as actions that are clearly inconsistent with academic integrity standards and demonstrate an egregious disregard for the code of conduct. 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.

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: 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 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
    - Specific Address for Treatment Programs: 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
    - 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.

Professional Advice Policy

APUS faculty are prohibited from providing advice to students in a professional capacity outside of the academic context. This includes, but is not limited to, legal advice, financial advice, or medical advice. This does not prohibit faculty from providing career advice.

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.

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.

Generative AI Policy

The policy is effective starting with the August 2024 session.

The University supports the transparent and ethical use of generative artificial intelligence (GenAI), which refers to technologies that can create text, images, or multimedia. All use of GenAI programs must comply with all University policies, including without limitation, the University's academic integrity policy in the “Prohibited Student Conduct” section of the Student Handbook and any guidelines provided by individual departments.

Some classes and individual assignments may encourage or require the use of Gen-AI tools. When AI use is encouraged or required, it will be clearly stated in the assignment directions.

Examples of appropriate GenAI use include:

- Using GenAI to brainstorm creative ideas for projects and assignments
- Using GenAI as a research assistant to gather relevant information
- Exploring complex topics by asking GenAI to provide clear explanations and to break down intricate concepts
- Using GenAI as a study aid to create study guides, flashcards, and summaries of complex topics

Examples of inappropriate use include:

- Allowing GenAI to write your assignment or discussion board posts for you
- Failing to verify that the content GenAI generates is accurate, complete, current, and unbiased
- Failing to appropriately cite content generated or phrases recommended by AI or provide appropriate attribution
- Using GenAI during tests, exams, or quizzes without permission

Students are responsible for the accuracy of their coursework. Content produced by research or writing tools that use AI may contain errors and must be carefully verified. While AI may be used to begin the process of researching and to provide editing assistance, AI-generated content is not considered original, so it must be cited as borrowed ideas, images, or wording. Any use of AI that appears in a submission must be attributed or cited appropriately, e.g., (OpenAI, 2024). Because content generated by GenAI or similar tools may not meet originality standards, students should use such tools cautiously and follow all disclosure and academic integrity requirements.

Failure to adhere to this GenAI Policy or any other policies and guidelines, may result in disciplinary action up to and including dismissal from the University.

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
  Specific Address for Treatment Programs: 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
  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. Students may request a paper copy by emailing 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 students are unsure where to send an issue, they may first check the section on Appeals Information, or email the Student Support Center at studentservices@apus.edu or call 877-755-2787.

Academic Appeals Department:

EMAIL: academicappeals@apus.edu
FAX: 304-724-3786 or 304-724-0911
Mail: APUS
ATTN: Academic Appeals
303 West 3rd Avenue
Ranson, WV 25438

Disability Officer: Julie Komisarcik

PHONE: 304-885-5252
EMAIL: dsa@apus.edu
Mail: APUS
ATTN: Disability Services Office
303 West 3rd Avenue
Ranson, WV 25438

Student Conduct Officer: Jennifer Hawkins

EMAIL: Conduct@apus.edu
Mail: APUS
ATTN: Student Conduct Officer
303 West 3rd Avenue
Ranson, WV 25438

Title IX Officer: Caroline Simpson
Title IX Deputy Officer: Michelle Newman

EMAIL: TitleIX@apus.edu
Mail: APUS
ATTN: Title IX Officer
303 West 3rd 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.

Additional Resources

- National Suicide Hotline: 1.800.273.8255
- Suicide Awareness Voices of Education
- National Institute of Mental Health

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 (students 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 which can be found in the ecampus by hovering over Academic Plan & Forms and selecting Forms under the University Forms menu.
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 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 a student's written consent prior to disclosing personally identifiable information from their education records. Students can read APUS’s FERPA policy. However, APUS may disclose “directory information” (as defined below) without a student's prior written consent unless they 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;
- Address - City, State, and Country of Residence;
- Major field of study;
- Dates of attendance;
- Level (undergraduate or graduate);
- 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;
- Most recent educational agency or institution attended;
- Photographic or videotaped image; and/or
- Projected Conferral Date (if available).

How can students stop APUS from disclosing directory information about them? (Directory Information Block (DIB))

If a student does not want APUS to disclose directory information about them without their prior written consent, they must request a DIB as described below. Students 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 attended 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 a student's information or prevent their name and other personal information from appearing in online class tools (as long as the use of such tools is restricted to members of the class).

How to request a Directory Information Block

Students may add a directory information block via the Edit Profile link the in the drop down menu next to their name at the top of the ecampus. Once set, it will remain in place until the student removes the block via the same process.

How long will a DIB remain in place? What if a student has a DIB in place but wants APUS to disclose directory information to a particular party?

Unless revoked, a DIB remains in effect throughout a student's enrollment at APUS and following graduation or withdrawal. If a student has a DIB in place but wants directory information disclosed to a particular party, they 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 a student's responsibilities with respect to their records?

Students are responsible for keeping their student account updated with their 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.

Students are responsible for safeguarding their email account login information and their 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 a student experiences, observes, or becomes aware of behavior that they believe to be harassing or discriminatory in nature, or that is inappropriate or offensive, they are strongly encouraged to report the behavior immediately to the appropriate authority.

To report harassment or discrimination of a non-sexual nature, contact Jennifer Hawkins, APUS Student Conduct Officer and point of contact for formal complaints at disputes@apus.edu. Students 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. 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 the 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.

Students 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

Phone: 571-358-3114

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 office of the Registrar owns the management of the student record at APUS. The Student Records Team has been designated to facilitate 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 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 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.

State Agencies Higher Education Complaint Contact Information

Updated: April 2023

Alabama Commission on Higher Education
100 North Union Street, Suite 782 | Montgomery, AL 36104
334.242.1988
https://www.ache.edu/wp-content/Sara/StudentComp.pdf

Alaska Commission on Postsecondary Education
PO Box 110505 | Juneau, AK 99811-0505
800.441.2962 / 907.465.2962
https://acpe.alaska.gov/ConsumerProtection?_ga=2.27728764.1590079954.1596197704-1784540995.1595246989

Arizona State Board for Private Postsecondary Education
1740 W. Adams, Suite 3008 | Phoenix, AZ 85007
602.542.5709
https://ppse.az.gov/complaint

Arkansas Department of Higher Education | ICAC Coordinator
423 Main Street, Suite 400 | Little Rock, AR 72201
501.371.2000
https://sbpce.wufoo.com/forms/form-8040-complaint-form/

California Bureau of Private Postsecondary Education
P.O. Box 980818 | West Sacramento, CA 95833-088
916.431.6959
http://www.bppe.ca.gov/enforcement/complaint.shtml

Colorado Department of Higher Education
1600 Broadway, Suite 2200 | Denver, CO 80202
303.862.3001
https://highered.colorado.gov/students/how-do-i/file-a-student-complaint

Connecticut Office of Financial & Academic Affairs for Higher Education
450 Columbus Blvd., Suite 707 | Hartford, CT 06105-2326
860.947.1800
http://www.ctohe.org/StudentComplaints.shtml

Delaware Department of Education Higher Education Office
John G. Townsend Building | 401 Federal St., Suite 2 | Dover, DE 19901
302.735.4120
https://www.doe.k12.de.us/sara

The Education Licensure Commission
1050 First Street, NE | Washington, DC 20002
202.727.6436
http://osse.dc.gov/service/public-complaints

Florida Department of Education | Commission for Independent Education

325 W. Gaines Street, Suite 1414 | Tallahassee, FL 32399-0400
850.245.0505
https://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.stml

Georgia Nonpublic Postsecondary Education Commission
2082 E Exchange Pl., #220 | Tucker, GA 30084-5334
770.414.3300
https://gnpec.georgia.gov/student-resources/student-complaints

Hawaii Post-secondary Education Authorization Program
P.O. Box 541 | Honolulu Hawaii 96804
808.586.7327 | 808.586.2856
http://cca.hawaii.gov/hpeap/forms/student-forms/

Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street, 3rd Floor | Boise, ID 83720-0037
208.334.2270
https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/student-complaint-procedures/

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333 | Springfield, Illinois 62701-1404
217.782.2551 | 888.261.2881
http://complaints.ibhe.org/

Indiana Commission for Higher Education – Board of Proprietary Education
Attn: Complaints
101 W Ohio Street, Suite 300 | Indianapolis IN 46204-1984
317.232.1033
http://www.in.gov/cpe/2329.htm

Iowa College Student Aid Commission | Postsecondary Authorization Team
475 SW 5th Street, Suite D | Des Moines, IA 50309
877-272-4456
https://www.iowacollegeaid.gov/StudentComplaintForm

Kansas Board of Regents
1000 SW Jackson, Suite 520 | Topeka, KS 66612-1368
785.430.4240
https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Kentucky Council on Postsecondary Education
100 Airport Road | Frankfort, KY 40601
502.573.1555
http://cpe.ky.gov/campuses/consumer_complaint.html

Louisiana Board of Regents
1201 N. Third St., Suite 6-200 | Baton Rouge, LA 70802
225.342.4253
https://www.laregents.edu/sara/

Maine Department of Education, Office of Higher Education
23 State House Station | Augusta, ME 04333-0023
207.624.6600
https://www.maine.gov/doe/learning/highered/sara

Maryland Higher Education Commission
6 N. Liberty St. | Baltimore, MD 21201
410.767.3300 | 800.974.0203
https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

Massachusetts Department of Higher Education
One Ashburton Place, Room 1401 | Boston, MA 02108
617.994.6950
https://www.mass.edu/forstufam/complaints/complaints.asp

Michigan Department of Labor and Economic Opportunity | Employment and Training
201 N. Washington Square | Lansing, MI 48913
517.373.6774
https://www.michigan.gov/leo/-/media/Project/Websites/

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350 | St. Paul, MN 55108-5227
651.259.3975 | 800.657.3866
http://www.ohe.state.mn.us/mPg.cfm?pageID=1078

Mississippi Commission on College Accreditation
3825 Ridgewood Road | Jackson, MS 39211-6453
601.432.6198
http://www.mississippi.edu/mcca/student_complaint_process.asp

Missouri Department of Higher Education
301W. High Street | P.O. Box 1469 | Jefferson City, MO 65102-1469
573.751.2361
http://dhe.mo.gov/contactus.php

Montana University System
Office of the Commissioner of Higher Education
560 N. Park Ave. | PO Box 203201 | Helena, MT 59620-3201
406.449.9124
http://www.mus.edu/MUS-statement-of-complaint-process.asp

Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005 | Lincoln, NE 68509-5005
402.471.2847
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Nevada Commission on Postsecondary Education
2800 E. St. Louis | Las Vegas, Nevada 89104
702.486.7330
http://cpe.nv.gov/Students/Students_Home/

State of New Hampshire Department of Education
101 Pleasant Street | Concord, NH 03301
603.271.3494
https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx

New Jersey Office of the Secretary of Higher Education
PO Box 542 | Trenton, NJ 08625
609.292.4310

https://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml

New Mexico Higher Education Department
2044 Galisteo Street | Santa Fe, NM 87505
505.476.8400
https://hed.state.nm.us/students-parents/student-complaints

New York State Education Department
89 Washington Ave. | Albany, NY 12234
518.486.3633
http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html

North Carolina Post-Secondary Education Complaints
University of North Carolina System Office
910 Raleigh Road | Chapel Hill, NC 27514
919.962.1000
https://www.northcarolina.edu/post-secondary-education-complaints/

North Dakota University System
Vice Chancellor of Academic and Student Affairs
600 East Boulevard Ave., Dept. 215
Bismarck, ND 58505-0230
701-328-4136
https://ndus.edu/state-authorization-sara/

Ohio Department of Higher Education
25 S. Front St. | Columbus, Ohio 43215
614.466.6000
https://www.ohiohighered.org/students/complaints

Oklahoma State Regents for Higher Education
655 Research Parkway, Ste 200 | Oklahoma City, OK 73104
405.225.9100
https://www.okhighered.org/resources/student-complaint-form/

Oregon Higher Education Coordinating Commission
3225 25th Street, SE | Salem, OR 97302
503.947.5925
https://www.oregon.gov/highered/about/Pages/complaints.aspx

Pennsylvania Department of Education
333 Market Street | Harrisburg, PA 17126-0333
717.783.6788
https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Students-Complaints.aspx

Puerto Rico Council on Education
PO Box 19900 | San Juan, PR 00910-1900
787.722.2121
http://www.ce.pr.gov/

Rhode Island Board of Governors for Higher Education
Shepard Building | 80 Washington Street | Providence, RI 02903
401.456.6000
https://riopc.edu/policies/student-complaint-procedures/

South Carolina Commission on Higher Education
1122 Lady Street, Suite 300 | Columbia, SC 29201
803.737.2260
https://che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Complaint_Procedures_and_Form.pdf

South Dakota Board of Regents
306 East Capitol Ave., Suite 200 | Pierre, SD 5750
605.773.3455
https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Documents/Complaint%20Form%20-%20SD-SARA.pdf

Tennessee Higher Education Commission Division of Postsecondary School Authorization
Attn: Complaints | Parkway Towers | Suite 1900
404 James Robertson Parkway | Nashville, TN 37243-0830
615.741.3605
https://www.tn.gov/thec/for-students-and-families/transcript-requests-and-institution-complaints.html

Texas Higher Education Coordinating Board
1200 E. Anderson Lane | Austin, TX 78752
512.427.6101
http://www.highered.texas.gov/links/student-complaints/

Utah System of Higher Education
60 South 400 West | Salt Lake City, Utah 84101
801.321.7200 | 800.418.8757
https://ushe.edu/office-of-commissioner/state-authorization-ut-sara/

Vermont Agency of Education
1 National Life Drive | Montpelier, VT 05620-2501
802.828.1130
https://education.vermont.gov/documents/postsecondary-program-complaint-resolution

State Council of Higher Education for Virginia
101 N. 14TH Street | James Monroe Building | Richmond, VA 23219
804.225.2600
https://www.schev.edu/students/resources/student-complaints

Washington Student Achievement Council
917 Lakeridge Way SW | Olympia, WA 98502
360.753.7800
https://wsac.wa.gov/student-complaints

West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard East | Ste 700 | Charleston, WV 25301-2800
833.627.2833
https://www.wvhepc.edu/wp-content/uploads/2024/10/Student-Complaint-Process.pdf

Wisconsin Department of Safety and Professional Services
4822 Madison Yards Way | Madison, WI 53705
608.266.2112
https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx

Wyoming Department of Education
122 W. 25th Street, Suite E200 | Cheyenne, WY 82002-0050
307.777.7675

https://edu.wyoming.gov/wp-content/uploads/2021/10/Student-Complaint-Process.pdf

Student Profile Picture Policy

A student's classroom profile picture can be a photograph or graphic that represents them. 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 the student 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 the 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 the next steps and timelines within 3-5 business days.

Academic issues (classroom issues, grades, or faculty actions): 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

Grievances regarding disability accommodations: 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, the student's grievance was handled under another applicable policy and procedure and that policy and procedure includes an appeal process, then the student 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 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 acts as the SARA Portal Entity for APUS. The Commission encourages students to seek first an 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 https://www.wvhepc.edu/wp-content/uploads/2024/10/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.

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.

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 that require the video to be turned on, students will be informed in advance of the video requirement.

As a participant in a meeting room, the students and any sounds in their space will be audible to other participants when audio is on; audio from a student's microphone (whether intentional or unintentional) may switch the primary video to themselves; and muting their 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, students must register. Students can register in person at any driver's license agency or public assistance and disability agency in their home state. Students 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

- 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 and graduate students**, the Academic Risk period begins after attempting 6 semester hours with a cumulative GPA below 3.0.

If a student's cumulative program GPA (grade point average) falls below the minimum required by APUS, they will be notified by the Registrar's office that they have been placed on Academic Risk and that they will be restricted to part-time registration until their GPA is at or above the minimum level. The intent of the Academic Risk period is to provide students the opportunity to raise their cumulative GPA to minimum levels so that they may continue to pursue their academic goals. Once placed on academic risk, a student's GPA will be reviewed regularly based on academic level; master's and graduate certificate students will be reviewed after the completion of 6 credit hours, and undergraduate students after the completion of 12 credit hours.

Students only have one academic risk period during their academic program. Any student who does not meet the minimum cumulative GPA during their academic risk period will be placed on academic probation. Students who improve their GPA to meet the minimum requirement after the review period will be removed from academic risk and placed on academic good standing.

Being placed on academic risk will impact a student's future course registrations. Future registrations will be dropped and will be limited to part-time. Students will need to discuss their options with their academic advisor and their funding source, as their eligibility for funding may be affected. After talking with an advisor, students can re-register for the course(s).

Consequences of Academic Risk

- **Registration:** Students will only be eligible to register as part-time, with no exceptions.
- **Financial Aid:** Part of a student's eligibility for federal student aid is determined by maintaining a GPA at or above the minimum required. While on academic risk and academic probation, students will only be eligible to register as part-time, which reduces the amount of federal student aid for which they are eligible during that semester.
- **Degree Conferral or Certificate Completion:** Students must maintain a cumulative program GPA at or above the minimum to be eligible to have their degree conferred or their certificate program awarded.

Academic Probation

- For **undergraduate students**, Academic Probation begins after a student has completed an academic risk period and their cumulative GPA is below 2.0.
- For **students in Master programs and Graduate Certificates**, Academic Probation begins after a student has completed an academic risk period and their cumulative GPA is below 3.0.

If a student's cumulative program GPA (grade point average) falls below the minimum required by APUS, they will be notified by the Registrar's office that they have been placed on Academic Probation and will be restricted to part-time registration until their GPA is above the minimum level. The intent of Academic Probation is to provide the student an opportunity to raise their cumulative GPA to minimum levels so that they may continue to pursue their academic goals. Once placed on academic probation, a student's GPA will be reviewed regularly based on academic level; master students' will be reviewed after the completion of 6 credit hours and undergraduate students after the completion of 12 credit hours.

Undergraduate students can be placed on academic probation up to three times during their academic program; however, they can only be placed on academic probation for two consecutive periods. Placement on academic probation beyond the first time will be based on completing the previous academic probation period (s) with a GPA above a 2.0.

Students in Master programs and Graduate Certificates can be placed on academic probation up to twice during their academic program. Placement on academic probation beyond the first time will be based on completing the previous academic probation period with a GPA above a 3.0.

Being placed on academic probation will impact a student's registration. Future registrations will be dropped and will be limited to part-time. Students will need to discuss their options with their academic advisor and their funding source, as their eligibility for funding may be affected.

Current Students on Academic Probation

Consequences of Academic Probation:

- **Registration**: Students will only be eligible to register as part-time, with no exceptions.
- **Financial Aid**: Part of a student's eligibility for federal student aid is determined by maintaining a GPA at or above the minimum required. While on academic probation, students will only be eligible to register as part-time, which reduces the amount of federal student aid for which they are eligible during that semester.
- **Degree Conferral or Certificate Completion**: Students must maintain a cumulative program GPA at or above the minimum to be eligible to have their degree conferred or their certificate program awarded.

Continuation and Removal from Academic Probation

Undergraduate students will have their progress reviewed at the completion of every 12 credit hours, while master's students will be reviewed at the completion of every 6 credit hours. Students will be able to continue to the next probationary period(s) if their probationary period GPA is at or above the minimum level and they have not exhausted the probationary periods for their level. Students may have multiple probationary periods as outlined in the chart below:

Academic Level	Number of Probation Periods	Probation Rules
Undergraduate students and	2 Consecutive Probation Periods	Minimum Period GPA of 2.0000 required to be

Undergraduate Certificate students	3rd Non-Consecutive Probation Period Possible	eligible to move to the next probation period.
Master's and Graduate Certificate students	2 Total Probation Periods	Minimum Period GPA of 3.0000 required to be eligible to move to the next probation period.

If a student raises their cumulative GPA at or above the minimum level at the end of their review period, they will be placed on academic good standing and will be able to register as a full-time student.

Failing Academic Probation

If a student fails to raise their cumulative GPA during the probationary period, or their probationary period GPA is below the minimum, they will be placed on academic suspension pending their academic dismissal. Students will have 30 days to appeal their pending academic dismissal in writing before it is processed. Students will be dropped from all future courses.

Academic Dismissal

If a student is on academic probation, they will be reviewed for potential academic dismissal within 6 credit hours completed after being placed on probation for Master's level students or within 12 credit hours completed after being placed on probation for undergraduate students. If a student has not at least met the minimum required GPA based on the courses taken during their probationary period, they will be placed on suspension pending academic dismissal from the university within 30 days. During the 30 days, students will be able to continue in their current courses, and their progress in their current courses will weigh heavily in the decision for their appeal. However, students will be dropped from all future courses or courses in the first week. Notification of a student's suspension will be sent to their primary email address entered on their student record.

Appealing Academic Dismissal

All appeals of an academic dismissal must be submitted in writing within 30 days of notification of academic suspension to the Office of the Registrar. Appeals after the 30-day appeal period will not be reviewed.

Students must submit their appeal using the official Academic Appeal Request form in their campus, located in the Academic Plan & Forms section, under University Forms. All appeal decisions will be delivered to the student through email to the primary email address on file. If students are approved to continue their enrollment at APUS, they 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 their major, or to successfully pass a specific course(s) first with a certain grade minimum. A student's continuance in courses at the university will assume they have agreed to the conditions of their approved appeal.

If a student's initial appeal is denied, they have another 30 days from the date of their denial decision to submit an appeal rebuttal for final consideration. If students do not submit an appeal rebuttal within 30 days of receiving their 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 a student does not see contact information about their concern, they should contact the Student Support Center at 877-755-2787 for further assistance.

Appeal Type	Scenario	Eligibility	Timeframe	Requirement
Academic Dismissal	The student is currently dismissed for failure to maintain the minimum GPA and is requesting another semester.	The student must be in good standing with student accounts prior to filing appeal.	Submit an appeal within 30 days of the written notice of dismissal. 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.
Course Retake Appeal	The student has 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 the appeal being opened.	Submit a narrative petition outlining the circumstances that led to failure.
DSA	After review by the DSA office, instructor, and department chair, the student has been denied special accommodations for course work and appeals for conditions not provided by the DSA office.	Student must have third party documentation to support the request.	Student has 15 days from the denial of special accommodation request to file a dispute. Appeal is escalated to the Dean for a final decision. Review period is 30 days.	The student submits Appeal Request form within their eCampus.
Extension Denial Appeal (EDA)	The student's instructor has denied their request for a 30-day course extension.	The student must have submitted the official extension request and received a denial decision from the instructor. Must submit an official extension denial appeal form within 7 days of denial from instructor.	Appeal the extension denial within 7 days 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 the student's circumstances.

Grade Appeal	The student believes their final course grade is capricious, erroneous, or unfair.	The student's final grade for the course is posted.	Submit their 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 the student notified their instructor of their concerns, along with evidence from the classroom that supports their claim.
Involuntary Withdrawal (All Fail)	The student has been involuntarily dismissed or is deferred for involuntary dismissal due to failure of their first semester.	The student must be in good standing with student accounts before filing an appeal.	Submit an appeal within 30 days of the written notice of pending dismissal. The appeal decision will be made within 30 days of the appeal being opened.	Submit a narrative outlining the reason for course failure.
Late Assignment Submission	Student submits an assignment(s) after the official course end date and without an approved extension and is requesting grading.	This decision to accept the late work is at the discretion of the instructor and a late penalty may be applied. For submission after the end date of the course, the submissions must be within the 8 day grading period after the course end date, unless instructor had provided a specific date.	Appeal is escalated to the instructor and is given the same time frame as a grade appeal, 30 days.	The student submits Appeal Request form within their eCampus.
Maximum Course Attempts	The student has used all (or is close to using all) of their course registrations permitted for program completion to retain graduation eligibility.	The student must complete their program by registering for no more than 150% of their 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 the appeal being opened.	Submit a narrative outlining the reason for requiring additional course registration attempts. Documentation is encouraged but not required.
Penalty Free Withdrawal (With Refund)	The student is requesting to withdraw from a course with a full refund or wishes to be granted a retroactive full refund due to extenuating circumstances.	The course must be within 12 months of the original end date.	Submit an appeal within 12 months of the original course end date. The appeal decision will be made within 30 days of the 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 must confirm that the funding source has been contacted to see how a “W” grade could affect future

				funding.
Plagiarism Appeal	The student wishes to challenge a single incident of plagiarism reported in their record, or they are currently on suspension for plagiarism.	Not applicable	Submit an appeal of a plagiarism charge within 7 days of the written notification. The appeal decision will be made within 21 days from escalation.	Write and submit a narrative explaining why the student disagrees with the findings of the plagiarism report.
Post Course Extension	The student was unable to submit the online extension form before the course ended due to a mitigating circumstance.	The student must have successfully completed at least 50% of the total coursework, including at least one assignment after the mid-point of the course.	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.
Post Course Special Circumstance Extension	The student was unable to submit the Special Circumstance Extension request before the course or previous extension ended.	The student 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.
Program Deadline Extension	The student has utilized all possible deadline extension time to complete their degree and requires additional time beyond that.	The student should be nearing graduation or have completed a significant amount of their program, and a brief extension should permit all remaining course requirements and	The appeal decision will be made within 30 days of the appeal being opened.	Narrative/petition outlining the reason for requiring additional time beyond the final program deadline to complete program requirements and completion plan from remaining courses in the program. Students must also submit documentation of extenuating circumstances

		conferral to be completed.		that aligns with absences from the program.
Readmission: GPA Below Required Minimum	The student was disenrolled from the university and wishes to be readmitted but does not have the required minimum GPA.	The student must be in good standing with student accounts.	The appeal decision will be made within 30 days of the appeal being opened.	Detailed narrative/petition outlining the circumstances that contributed to the current GPA and a plan for academic improvement and government ID or military transcript.
Readmission: Legacy to Prior Program	The student is currently disenrolled from the university and has completed significant program requirements toward their prior program. They either stand to lose credit in a readmission evaluation, the program deadline is expiring, or their original program is no longer offered.	The student must be in good standing with student accounts before filing an appeal.	Submit an appeal before submitting any readmission forms in the ecampus. The appeal decision will be made within 30 days of the 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.
Special Circumstance Withdrawal (No Refund)	The student failed a course due to extenuating circumstances that prevented a timely course withdrawal.	The student 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 an appeal within 12 months of the original course end date. The appeal decision will be made within 30 days of the 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 must confirm that the funding source has been contacted to see how a “W” grade could affect future funding.
Suspended due to GPA	The student is currently suspended for failure to maintain the minimum	The student must be in good standing with student accounts before	The student has 30 days to appeal their suspension before dismissal occurs. The appeal decision	Detailed narrative/petition outlining the reason for course failures and plan for

	GPA and is requesting another semester.	filing an appeal.	will be made within 30 days of the appeal being opened.	academic success required.
Third Retake Comp/Capstone	The student wishes to retake the Comp Exam or Capstone for a 3rd/Final Time.	The student's Program Deadline has not expired, and the student has a 3.000 GPA or higher.	Appeal for the retake by submitting the appeal request form via the eCampus. The decision will be made within 15 days of the appeal escalation.	Submit the appeal request and provide an explanation of the circumstances surroundin

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 coursework 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 a student has ongoing courses in their current academic semester when they fail their initial courses, they 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 the current courses

If a student is placed on Deferred Involuntary Withdrawal status and passes their current courses, they 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 students are dismissed according to this policy or are placed on Deferred status with no current courses to finish and wish to appeal their dismissal from the university, they may appeal the decision. Appeals must be submitted using the official appeal form within 30 days of the notification being sent. If the appeal to return is approved, the student will be placed on either academic risk or academic probation and limited to part-time registration until their APUS GPA is the minimum required for their program level (Undergraduate 2.0/Master's Level 3.0). The Academic Appeal Request form is located in the ecampus 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
- Mentoring
- Ambassador Program

Commencement Ceremony

Ceremony Options

Graduation is a time for celebration! Students may choose to attend the annual commencement or plan their own celebration.

Students may place an order for their official transcripts by logging on to their ecampus using their student ID and password. It is recommended that students wait approximately 24 hours after their conferral date to place their transcript order to ensure that their conferral date has been uploaded to their 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 students 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 a student's degree and will appear on their diploma. There are no physical events for conferrals at this time. For questions regarding conferral dates, please email studentservices@apus.edu.

Annual Commencement

To give students 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.

A Student's Own Celebration

If students are unable to attend the annual ceremony, they 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 students to meet with fellow graduates in their 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, students 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, the 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, students should contact an education manager in their 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. Students 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, they must be in good academic standing with the university and complied with university policies on academic integrity. If a student's academic status at the university changes while they are serving their term as a campus leader, they may be removed from the position until they 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 a student's 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 or 877-755-2787.

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 a variety of academic and honor societies. Membership is by 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 AMU-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, National Society of Leadership and Success, Order of the Sword and Shield, Pi Gamma Mu, SALUTE National Veterans Honor Society, Sigma Iota Rho, Sigma Beta Delta, and Society of Collegiate Leadership and Achievement. For an overview of each honor society, membership criteria, and contact information, please visit the Student Organizations website.

Career and Pre-Professional Organizations

The university currently recognizes a variety of career and pre-professional organizations: American Institute of Aeronautics and Astronautics (AIAA), Anti-Human Trafficking Club, Association of Women in Science (AWIS), Child Life Club, Criminology Club, Emergency Management Club, Model United Nations, National Association of Environmental Professionals, Phi Alpha Delta Pre-Law Fraternity, Philosophy and Ethics Club, Political Science Scholars, Psychology Club, Public Health Club, Research and Scholarship Team, Retail Management Student Organization, Saber and Scroll Historical Society, Society for Defense and Strategic Studies, Society for Human Resource Managers, Sports Experience and Events Network (SEEN), Students for the Exploration and Development of Space (SEDS), Technology Professionals Group, The Wildlife Society, Women in Security, and Women in STEM (wSTEM). Membership requirements vary and are specific to each individual organization. For membership criteria, please first visit the Student Organizations website.

Volunteer and Community Organizations

The university currently recognizes a variety of student and alumni volunteer and community organizations: Active Minds, Animal Friends United, Save the Earth, Students for Life, and the West Virginia Students' Alliance (WVSA). If a student is interested in becoming a member of any of these clubs, they should visit the Student Organizations website.

Cultural Organizations

The university currently recognizes a variety of student and alumni cultural organizations: African American Learning, Inclusion, and Guidance Network (AALIGN), Association of Latino Professional for America, and the Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS). If a student is interested in becoming a member of any of these clubs, they should visit the Student Organizations website.

Faith-based and Spiritual Organizations

The university currently recognizes a variety of student and alumni faith-based and spiritual organizations: Newman Center. If a student is interested in becoming a member of any of this club, they should visit the Student Organizations website.

Social Organizations

The university currently recognizes a variety of student and alumni social organizations: Association for the National Guard and Reserves, Creative Writing Club, Dr. Wallace E. Boston Ancient Order of the Craft, Esports Club, Kindness Club, Military Spouses Club, Open Source Intelligence Club (OSINT), Paranormal Activities Club, Performing Arts Enthusiasts and Practitioners Club, Photography Club, R.E.A.D. Book Club, Student Veterans of America, and Women's Empowerment Network. If a student is interested in becoming a member of any of these clubs, they should visit the Student Organizations 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, students should first visit the Student Organizations website.

For additional questions or to contact someone about starting a new student or alumni organization, students should fill out the New Organization Application or contact the Office of Student & Alumni Affairs at studentaffairs@apus.edu or 877-755-2787.

University Directory - A Student's 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 ecampus login and then by clicking the Directory link in the navigation at the top of the screen.

For questions regarding the Directory or PeopleGrove Mentoring, please contact the Office of Student & Alumni Affairs at 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, students must have:

- Associates and Bachelors students, completed four classes with AMU or APU in their current program, equivalent to 12 semester hours; Masters students, completed two classes with AMU or APU in their 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 before 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, students must have:

- Associates and Bachelors students, completed four classes with AMU or APU in their current program, equivalent to 12 semester hours; Masters students, completed two classes with AMU or APU in their 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 before 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.

For questions regarding the quarterly President’s and Dean's Honors Lists, please contact 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

Pinnacle Award

Leadership Awards:

Dr. Wallace E. Boston Leadership Award

James P. Etter Creativity and Innovation Award

Voices of Impact Award

Campus Leadership Awards:

Student Organization Chapter of the Year Award

Outstanding Campus Leader Awards

Outstanding Legacy Project Award

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.

Ambassador Program

The University Ambassadors amplify the story of American Military University by sharing experiences, advocating for University initiatives, and by serving as a role model for prospective and current students and alumni. University Ambassadors serve as advocates and leaders who are dedicated to amplifying the reputation of American Military University by inspiring family, friends, and their wider network who are pursuing higher education. Advocates accomplish this mission through referrals while actively participating in University activities and opportunities.

A University Ambassador is a selected member of an elite group of students and alumni who are passionate about their academic experience and eager to refer and share their university pride with their professional and social networks and beyond. University Ambassadors value the importance of learning and exemplify the qualities of leadership, scholarship, and commitment to the mission of the University System.

Student Criteria

- A minimum 3.0 GPA for Undergraduate level
- A minimum 3.5 GPA for Graduate level
- Completed at least one course within the past four months
- Completed a minimum of 50% of total degree credits
- No academic failure in any discipline
- Compliance with the University Code of Conduct
- Compliance with the University policies on academic integrity
- Letter of recommendation or referral from faculty, staff, or someone familiar with their educational journey

Alumni Criteria

- Graduated from a degree program with a 3.0 GPA or higher as an Undergraduate student
- Graduate from a degree program with a 3.5 GPA or higher as a Graduate student
- Compliance with the University Code of Conduct
- Compliance with the University policies on academic integrity
- If returning for another degree, they remain in good standing according to student criteria
- Letter of recommendation or referral from faculty, staff, or someone familiar with their educational journey.

Apply today for the University Ambassador program. Applications are reviewed from February through November of each year.

Today, there are hundreds of University Ambassadors across the globe, representing more than 45 states and 52 degree programs.

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 ecampus by using the same student ID and password used to access the student ecampus.

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, Abenity. Alumni can find discounts on retailers, movies, theme parks, and so much more. Alumni can access the discount program through the alumni ecampus.

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.

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.

Personalized Services

Individuals who have registered for their first course, as well as alumni holding a certificate, associates, bachelors, master's, or doctoral 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.

General Guidelines

Documents being submitted for review during personalized services must be submitted as a Microsoft Word compatible attachment through one of the two emails addresses (resumehelp@apus.edu; 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.

CareerLink Community

The university community houses multiple opportunities to connect, grow, and thrive. As a student and/or alumnus, they will find a job board, community directory, resource center, opportunities to get involved, events, and mentoring.

CareerLink is open to certificate and degree-seeking students who have started their first course at AMU and 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 the student record:

- First and Last Name (this can be updated in CareerLink, under profile settings)
- Degree Level
- Degree Name

CareerLink access may be revoked if the student is:

- No longer active with the university through disenrollment* or dismissal;
- Failing to adhere to the Code of Conduct and/or Harassment, Discrimination, and Retaliation Policy within the Student Handbook;
- Any instance of Academic Dishonesty with the CareerLink System

Users become searchable by other (to include recruiters) once a profile is created. At that point, users may be contacted by recruiters.

Please contact careerlink@apus.edu with any questions.

*Alumni who enroll for a subsequent program, but then disenroll, will still have access to CareerLink as alumni status grants lifetime status.