

Carrying over courses credits and grades from a previous AUA record to a new one Policy and procedures

The policy set forth applies in cases when a newly admitted student has a previous record at AUA from coursework that did not lead to the earlier attainment of a degree from AUA (e.g. previous status as non-degree, dismissed, permanently withdrawn, unapproved absence, etc.). An exception would be when the student was accepted to a graduate certificate, began their coursework, but later decided to apply to and matriculate in a master's program.

It does not govern cases of undergraduate changes of major or cases of credit transfer.

It does not govern cases where a student takes a leave of absence and returns to resume studies in the same degree program as previously.

It pertains only to courses that were successfully completed and where passing grades were awarded; obviously, this excludes "I" (Incomplete) F, IP, and NP.

Procedure:

The student completes a Petition with the Registrar's Office. The Petition lists the courses the student proposes to carry over and provides the rationale for courses listed.

The Registrar's Office conducts a screening based on the submitted Petition.

The Petition is forwarded to the respective program chair and/or Dean of Gen Ed for review and approval for undergraduate students and by the respective program chair/dean for graduate students.

Factors to be considered by the program chair/dean:

- a) The relevance of the course to the curriculum of the degree program to which the student was newly admitted,
- b) The validity of the course time-wise (e.g. how long ago was the course taken) taking into account curricular and program modifications over the years,
- c) The grade the student received in the course,
- d) The cumulative GPA of the student after the carrying over of the courses, credits and grades; the carry over should benefit the student's GPA, not compromise it,
- e) The duration of the new contract: students should at least study for two semesters of full-time study (or equivalent) for undergraduate and at least one semester of full-time study or equivalent for graduate programs; for certificate programs, the student should complete at least half of the required number of credits after this latter matriculation,
- f) If the student's previous record had courses transferred from other universities, these transfers should be evaluated anew under the Credit Transfer Policy in force at the time of the new record, and

- g) If the course is no longer part of the curriculum, the student learning outcomes of the old course need to be evaluated by the Program Chair/Dean to ensure that they still contribute to the degree program outcomes as currently defined.

Additional considerations:

Undergraduate Level

- a) Old courses are eligible for carry over with a minimum grade of D with program chair's approval,
- b) The student can petition for a course waiver, but not the transfer of course credits for old courses with an earned grade of D-, and
- c) Not more than 80% of the degree requirements can be carried over.

Graduate Level

- a) Old courses are eligible for carry over with a minimum grade of B as per the definition of "good academic standing" for master's students and with program chair's approval,
- b) The student cannot petition for a waiver for courses with a grade earned below C+,
- c) Not more than 50% of the degree requirements can be carried over, and
- d) In respect to carrying over courses completed as a non-degree student, the number of courses eligible for carry over is governed by the non-degree policy, but the procedure for carrying over is governed by the present policy.