

Graduate and Professional: Academic Regulations

 [Print this Page](#)

For more information, please see The Graduate School Handbook at

<https://www.augusta.edu/gradstudies/students/documents/graduate-school-handbook.pdf>.

- [Academic Honesty](#)
- [Academic Standing](#)
- [Auditing a Course](#)
- [Class Attendance](#)
- [Course Numbering System](#)
- [Credit for Prior Learning](#)
- [Discipline](#)
- [Educational Records](#)
- [Grade Changes](#)
- [Grades](#)
- [Graduation](#)
- [Normal Course Load](#)
- [Professional Liability Insurance](#)
- Program Requirements by College
- [Registration](#)
- [Student Academic Grievances](#)
- [Transfer Credit](#)
- [Withdrawal](#)

Academic Honesty

Augusta University ("AU") recognizes that academic honesty is essential to its academic function. The following regulations protect the equity and validity of the University's grades and degrees, and help students develop ethical standards and attitudes appropriate to academic and professional life. Violations of academic honesty include, but are not limited to, cheating of all kinds, plagiarism, research misconduct, collusion, and false statements made to avoid negative academic consequences.

Cheating is prohibited. Cheating includes but is not limited to the following:

- Possessing, using, or exchanging improperly acquired information, whether in written or oral form, in the preparation of any essay, laboratory report, or other assignment in an academic course, or in preparing for any examination in a course.
- Copying from another student's paper.
- Use of prepared materials, notes, or texts other than those specifically permitted by the instructor during the examination.
- Collaboration with another student during an examination, unless such collaboration is explicitly allowed by the course instructor for the examination in question.
- Unapproved use of any technological device to gain or provide advantage on an examination, lab practical, or other assignment to be submitted for academic credit.
- Substituting for another person during an examination or allowing someone else to substitute for you.
- Solicitation or bribery of any person to obtain examination information.

Plagiarism is prohibited. Themes, essays, term papers, tests, presentations, creative works, and similar work submitted to satisfy course and program requirements must be the personal work of the student submitting it. Plagiarism is the failure to acknowledge indebtedness to the authors/creators of works used to complete such assignments and/or other course requirements. It is always assumed that the work offered for evaluation and credit is the student's own unless otherwise acknowledged. Such acknowledgment should occur whenever one quotes another person's actual words; whenever one appropriates another person's ideas, opinions, or theories, even if they are paraphrased; and whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge. Further, it is expected, in the production of creative work, that the student's work products are original, and that any images, sounds, or other intellectual

properties that are not the original work of the student will be used fairly and with acknowledgement of the original source(s).

Research Misconduct is prohibited. Misrepresentation of data collection and analysis, including falsification, fabrication or omission of data is prohibited. Augusta University Policy for Responding to Allegations of Research Misconduct applies to students.

Collusion is prohibited. Collusion is defined as unauthorized assistance from or collaboration with another person in the preparation or editing of notes, themes, reports, or other written work or in laboratory work offered for evaluation and credit, unless such assistance or collaboration is specifically approved in advance by the instructor. In cases of collusion, both the provider and recipient of such assistance are in violation of this academic conduct policy. However, students are authorized to use appropriate campus resources in the completion of written work (e.g., the campus Writing Center). Unless stated otherwise by the course instructor, use of such campus resources does not constitute academic misconduct under this policy. However, no student, except those working in a tutorial capacity in a university-approved academic support center, will knowingly give or receive unauthorized assistance in the preparation of any assignment, essay, laboratory report or examination to be submitted for credit in an academic course.

False statements are prohibited. False statements are defined as declarations made to avoid negative academic consequences. They include oral and/or written statements designed to obfuscate, misrepresent, or otherwise distort the presentation of facts related to a student's academic conduct in a course or program of study. Examples of such false statements include, but are not limited to, oral or written documentation providing willfully inaccurate information related to attendance, course work, examinations, and/or other course requirements enumerated in the syllabus of the particular course for which such a statement is provided.

Other acts of academic dishonesty are prohibited. Other acts of academic dishonesty may be defined by the instructor in his/her course syllabus or other written instructions (e.g., exam directions).

Responsibilities

Faculty Responsibility: It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. The instructor must clarify in writing (for example in the course syllabus) any situation peculiar to the course that may differ from the generally stated policy. He or she should, whenever possible, make explicit the intent and purpose of each assignment so that the student may complete the assignment without unintentionally compromising academic honesty. It is the responsibility of the faculty member to provide for appropriate oversight of assignments, examinations, internship components, and other course requirements. Finally, it is the responsibility of the faculty member to provide written notice to the student of any suspected violations of the academic honesty policy as described in process and procedures below.

Student Responsibility: It is the duty of the student to practice and preserve academic honesty. Each student should be aware of the specific policies governing academic conduct for the program(s) and course(s) in which he or she is enrolled, as well as the grievance and appeals processes put in place for adjudicating such policies. If the student has any doubt about a course policy, s/he should consult with her/his instructor or the course director. It is also the student's responsibility to check daily her/his Augusta University email so that official notification to the student regarding academic dishonesty can be carried out in timely fashion. The following colleges handle disciplinary actions according to policies and procedures set forth in their respective conduct or honor codes:

- Dental College of Georgia (DMD Students) – Student Conduct Code. Available upon request of the Associate Dean for Students, Admissions, and Alumni.
- Medical College of Georgia (MD Students) – Medical College of Georgia Honor System. Available upon request by calling (706) 721-2231.

If the student is alleged to have engaged in non-academic misconduct, he or she should refer to the Augusta University Student Code of Conduct and the procedures outlined therein.

[\[Back to Top\]](#)

Academic Standing

Grades, Academic Performance and Progress

The Graduate School: Satisfactory progress toward a degree in The Graduate School requires that a student maintain a cumulative grade point average* (GPA) of at least 2.8 for all courses attempted, and that all milestones required by the student's program be met in the timeframe set by that program. A minimum grade of C or satisfactory in courses graded S/U (where S = satisfactory, U = unsatisfactory) must be earned for each non-repeatable course applying toward a graduate degree, and a 2.8 cumulative GPA in all courses attempted toward the degree is required for graduation. For repeatable S/U courses only, students may be allowed up to one U grade. Individual programs may set stricter GPA, U grade and/or other graduation requirements. Additional standards for satisfactory progress in courses related to the specific discipline may be set by the program (with approval of the TGS dean), in which case the higher standards shall apply. Such higher standards may include recommendation for dismissal from the program. Consult your program's handbook.

*Cumulative Grade Point Average (GPA) includes all courses taken (every time taken) while in the degree (or certificate) program with no D/F grade forgiveness.

Academic Probation and Dismissal

Any student whose cumulative GPA for a degree program falls below 2.8 is placed on academic probation. This is not noted on transcripts. While on probation, the student must earn a minimum of 3.0 each grading period until the cumulative GPA is raised to at least 2.8. Students who fail to earn at least 3.0 each period while on probation shall be recommended for academic dismissal from the Program. The above are minimum standard for AU's TGS graduate programs. With approval of the TGS Dean, individual programs may establish stricter GPA standards and/or performance standards for probation or dismissal, in which cases the stricter standards shall apply. For example, in the College of Education, any student who is unable to remediate the grade point average after one semester on academic probation will be placed on "academic suspension" for a period of one semester. Consult your program's handbook for specific information.

Where circumstances warrant and upon recommendation of the academic program concerned and approval of the TGS Dean, a student being considered for dismissal under the provisions of this policy may be permitted to continue as a student on probation. In such cases, the student must earn a GPA of at least 3.0 each grading period while on probation until a 2.8 cumulative GPA is achieved. Failure to do so will result in dismissal from the degree program. The second dismissal will be final.

Students cannot graduate with a D or F grade in a course, and must re-take the course to earn at least a C grade or higher. Students cannot graduate with a U grade in any non-repeatable S/U course and likewise must re-take the course to earn an S grade. Any student in a dissertation or thesis track (including consulting track for Biostatistics MS students) who receive a U in a repeatable research course will be placed on academic probation. For repeatable S/U courses (e.g. research courses, seminar courses, journal clubs), students may have one, but not two, U grades. Two or more U grades in repeatable courses will result in the student being recommended for dismissal. Students earning a D, F, or U in a graduate course required for their degree can be recommended for dismissal by their program. The above are minimum standard for AU's TGS graduate programs. Individual programs may set more stringent C, D, F and/or U probation and/or dismissal policies. Consult your program's handbook.

Any PhD student who earns a grade of Unsatisfactory (U) in a Research course will be placed on academic probation. A student appointed as a Graduate Research Assistant will also be placed on GRA-funding probation if they earn a U in a Research course. Assignment of such a U grade by a faculty advisor will be accompanied by a written report to the Program Director and TGS Dean citing the reason(s) for the U grade, and the expectations/requirements the student must meet during the next semester in order to earn an S grade in the subsequent course. The Program Director and faculty advisor will discuss the student's past performance and future expectations with the student. While on probation, a student must earn Satisfactory (S) grades in all S/U courses in which s/he is enrolled. A student who fails to earn all S grades while on probation will be recommended for academic dismissal. GRA-appointed students who earn a second U grade will be terminated from the GRA appointment.

A student may be considered for dismissal if s/he fails to make timely progress (meeting program requirements including milestones and timelines) toward the degree sought.

Academic Appeals

Any student who has been dismissed from a program and would like to appeal that dismissal should follow the Student Academic Appeals Policy at <https://www.augusta.edu/compliance/policyinfo/policy/student-academic-appeals-policy.pdf>. The Augusta University Student Academic Appeals Policy is specifically designed to address administrative decisions made with respect to an individual student which bears upon his/her career.

[\[Back to Top\]](#)

Auditing a Course

Students may audit graduate courses, but must secure permission of the instructor/course director, program director, and Dean of The Graduate School. No academic credit is awarded. Students auditing courses must pay the program's tuition and fees. No changes from audit to credit or credit to audit will be permitted after the last day of the schedule adjustment (add/drop) period. Courses taken as audit do not count toward financial aid eligibility. A student enrolled as an auditor is expected to attend class regularly and to complete assignments as assigned by the instructor. An auditor who does not attend regularly may be withdrawn from the course. In order to audit a class, students must first apply at <https://www.augusta.edu/admissions/apply.php>, click on non-degree seeking, Audit, Apply. Once this is complete, a Course Approval Form must also be completed. This form may be found at <https://www.augusta.edu/gradstudies/students/documents/course-approval-form.pdf>.

[\[Back to Top\]](#)

Class Attendance

Regular, punctual attendance is expected of students in all classes and is counted from the first class meeting each term. Professors are required to monitor student attendance or ongoing participation in courses. Students who incur an excessive number of absences are subject to academic penalty. Additional attendance requirements may be established by the individual schools or programs as well as by the faculty for distance learning courses.

At the beginning of each semester, all professors will provide a clear written statement to all their classes regarding their policies in handling absences. Professors will also be responsible for counseling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and each course professor.

To assist the University in complying with federal regulations pertaining to financial aid, faculty members are also required to maintain a record of and report student non-attendance at the start of each academic term. The Registrar is responsible for informing faculty of the duration of the nonattendance verification period and appropriate reporting method at the beginning of each academic term. In accordance with this policy, a student who does not attend a class or begin participation in an online course during the non-attendance verification period will be dropped from the course by the professor unless they have contacted their professor and notified them of their reason for non-attendance. In the event a student is dropped for non-attendance during this designated time period, the effect is the same as if the student never registered for the class and the course will not appear on the student's transcript.

Professors will be flexible enough in their attendance and grading policies to allow students a reasonable number of absences without penalty for extraordinary personal reasons or for officially representing the university. However, if the student has been absent for more than the equivalent of 10 percent of class time, regardless of cause, then the professor may withdraw the student from the class for excessive absences.

It is important to note that the instructor may—or may not—withdraw a student from class based upon attendance. No student should assume that the instructor has initiated the withdrawal form. A student not withdrawn from a course who stops attending class (or who never attends class) is subject to receiving a grade of WF or F for the course.

[\[Back to Top\]](#)

Course Numbering System

Courses should be numbered according to the appropriate level as determined by the stated student learning outcomes of each course.

- 1000-numbered courses present introductory or general knowledge courses at the undergraduate level. Courses in this level generally have no prerequisites.
- 2000- numbered courses present fundamental knowledge in a particular field or discipline at the undergraduate level. Courses in this level may have prerequisites at the 1000 level.
- 3000- numbered courses present topics related to major fields and disciplines at an undergraduate level.
- 4000- numbered courses present more advanced topics related to major fields and disciplines at an undergraduate level.
- 5000- numbered courses present introductory or general knowledge in a particular field or discipline at a graduate level.
- 6000- numbered courses present fundamental knowledge in a particular field or discipline at a graduate level.
- 7000- numbered courses are generally seminars and lectures and are reserved for specialists in educational, professional doctorates, and first-professional degrees.
- 8000- numbered courses are generally advanced seminar and lecture courses for research-based and doctoral degrees.
- 9000- numbered courses are advanced seminar and research courses and are to be used only by Doctor of Philosophy degree programs.

Offered courses are numbered from 1000 to 4999 to students at the undergraduate level. Generally, 1000 level courses are aligned to Freshmen level, 2000 level courses are aligned to Sophomore level, 3000 level courses are aligned to Junior level, and 4000 level courses are aligned to Senior level students. Post-baccalaureate, professional, and graduate courses are numbered from 5000 to 9999, depending on the relevant college or program. Certain courses are offered to undergraduate, graduate, and professional students jointly. Such courses are numbered appropriately for each class and degree program.

[\[Back to Top\]](#)

Credit for Prior Learning

Requests to award credit for prior learning may be initiated by faculty or by an individual student. If initiated by a student, the request should generally be made prior to or within the first semester of enrollment. Regardless of who initiates the request, all credit for prior learning must be approved through the university's curriculum approval process as outlined in the Curriculum Approval policy. Once approved, all documentation associated with the approval will be on file with the Office of the Registrar.

The following processes and procedures are in addition to the curriculum approval process:

Credit for prior learning from standardized or field examinations. Credit may be awarded for tests from certain standardized or field examinations such as Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), Scholastic Aptitude Subject Test II, and the DANTES Subject Standardized Tests. Faculty of the appropriate discipline shall review at least once every five years – or when a major change takes place in the examination – 1) the required score(s), 2) level of credit, and 3) amount of credit awarded. Any recommendation for change resulting from this review must be submitted through the Curriculum Approval process. Credit for prior learning from standardized or field examinations shall be awarded automatically upon entrance to the university after receipt of official scores from the examination agency. A list of the required score(s), level of credit, and amount of credit awarded is available at the Office of the Registrar and Office of Academic Admissions. Credit awarded for prior learning from standardized or field examinations shall be recorded on the student's transcript with the letter "K" in lieu of a letter grade. The Office of Academic Admissions is responsible for processing credit for prior learning from standardized or field examinations.

Credit for prior learning from departmental examinations. Students may request to receive credit for prior learning through departmental examinations (sometimes known as "challenging a course") for courses that apply to their official program of study consistent with departmental policy. Faculty of the appropriate discipline may decide to recommend credit through departmental examinations. A copy of the examination, a chart linking examination questions to student learning outcomes appropriate to the rigor and level of credit being awarded, and a standardized scoring methodology are available in each department and with the Office of Academic and Faculty Affairs. A list of 1) the required score(s), 2) level of credit, and 3)

amount of credit awarded based on departmental examinations is available at the Office of the Registrar. Credit awarded for prior learning from departmental examinations shall be recorded on the student's transcript with the letter "K" in lieu of a letter grade. A non-refundable fee of \$25.00 (USD) per credit hour must be assessed prior to a student attempting departmental examinations (e.g. \$75.00 for a three-credit course). The academic department administering the examination is responsible for providing a graded copy of the examination and a letter outlining the amount of credit to be awarded based on the attempt to the Office of the Registrar. The Registrar will also be informed if the student fails to achieve a minimum credit-eligible score on the exam.

Credit for prior learning for significant, documented, experiential learning. Faculty of the appropriate discipline may decide to recommend credit for significant, documented, and verified experiential learning for courses that apply to a student's official program of study. A chart linking these learning experiences to course-level student learning outcomes appropriate to the rigor, level, and amount of credit being awarded is required. Faculty of the appropriate discipline shall review previously approved experiences at least once every five years. Any recommendation change resulting from this review must be submitted through the Curriculum Approval process. A list of approved experiences is available at the Office of the Registrar. Credit awarded for prior learning from significant, documented, experiential learning shall be recorded on the student's transcript with the letter "K" in lieu of a letter grade.

Transfer credit is not considered credit for prior learning. See Transfer Credit.

[\[Back to Top\]](#)

Discipline

Academic Discipline

There are defined standards of academic honesty and integrity for all facets of its students' academic careers. Disciplinary sanctions for violations of these standards are mentioned in each academic policy.

Non-Academic Discipline

The relationships and appropriate behavior of students as members of the university community are defined through the document Student Code of Conduct in the Student Handbook. The document is available to all members of the university community through the Office of the Dean of Students.

The students have established a precedent of exemplary behavior as members of the university and civic communities. Individuals and groups are expected to observe the tradition of decorum and behave in no way which would precipitate physical, social, or emotional hazards to other members of the university community. Behavior that disrupts the learning environment and ultimately violates the University's Code of Conduct will be addressed through the conduct system. Such violations may result in probation, suspension, expulsion, or other appropriate disciplinary measures.

[\[Back to Top\]](#)

Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
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 20202-4605

The following information will be considered public directory information and may be released without student consent; however, a student may restrict the release of this information by annually notifying the registrar in writing by the last day of fall registration (or the initial registration if other than fall) that he/she does not want the information released. Public directory information includes:

- Name
- Address
- Phone number
- E-mail address
- Photograph
- Program of study
- Enrollment Status
- Grade Level
- Honors and Awards
- Degree Awarded
- Dates of Attendance
- Participation in officially recognized activities & sports

[\[Back to Top\]](#)

Grade Changes

A Grade Change Form is required and is to be completed and submitted to the University Registrar. Grade Change forms may not be released to students. The form shall be initiated by the course instructor, and the dean of the college in which the course is offered or his or her designee must approve a grade change before it will be honored by the Registrar. Students in the The Graduate School programs must have approval from the dean or his or her designee for the grade change.

Grade changes should be processed as soon as possible, and no later than one semester after the initial grade was assessed. There may be reasons that justify a later change of grade, but they must be of an unusual nature and considered most exceptional. Any exception must receive the respective college dean's approval. Changes in Incomplete grades are exempt from this policy.

No grade changes shall be accepted after graduation.

[\[Back to Top\]](#)

Grades

The university follows the Board of Regents' grading system, as required for all University of Georgia institutions. A 4.00 grade point average system, calculated to and truncated at two significant digits, is used. The following grades are approved

for use and are included in the determination of the grade point average:

Grade	Description	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failure	0.0
WA	Withdrawal	Not Computed
WH	Withdrawal	Not Computed
WF	Withdrawal Failing	0.0
WM	Military Withdrawal	Not Computed
W	Withdrawal	Not Computed
I	Incomplete	Not Computed
S	Satisfactory	Not Computed
U	Unsatisfactory	Not Computed
V	Audit	Not Computed
K	Credit by Exam	Not Computed
CP	Continued Progress	Not Computed
IP	In Progress	Not Computed
NR	Not Reported	Not Computed

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

I	A student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete ("I") grade. A form must be completed to assign the incomplete grade and must include justification. A student who has received an "I" grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an "F" grade. If a student is assigned an I, the course director must notify the student in writing of the requirements for removal of the I and of the deadline for removal of the I. A copy of the notice must be submitted to the Office of the Registrar at the time the I is submitted. An e-mail notification to the student, with a copy of the e-mail sent electronically to the Office of the Registrar (registrar@augusta.edu), meets the requirements of this policy.
W	This symbol indicates that a student was permitted to withdraw without penalty. Any student who withdraws on or before midterm will receive a W. Withdrawals without penalty will not be permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the appropriate academic dean.
S	This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the USG chief academic officer for approval.
U	This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the USG chief academic officer for approval.

V	This symbol indicates that a student was given permission to audit this course. After the last day of late registration, students may not transfer from audit to credit status or vice versa.
K	This symbol indicates that a student was given credit for the course via a credit by examination program approved by the respective school's faculty. (CLEP, AP, Proficiency, etc).
C	This symbol designates a course that extends beyond the semester. A grade is not given until the course is completed.
P	This symbol cannot be substituted for an I (Incomplete).

[\[Back to Top\]](#)

Graduation

Graduation dates for each term are published in the Academic Calendar. Students who have applied and complete requirements for graduation will be awarded their degree at the end of their completion term. Two commencement ceremonies are held each year, in fall semester and spring semester. Students who have completed all requirements by the end of the spring semester are permitted to participate in the Spring commencement. Students completing requirements at the end of the summer or fall semester participate in the Fall commencement. Students wishing to participate in commencement must complete the graduation application by the published deadline for the relevant semester. No diploma will be awarded until the student has been certified as having completed all academic requirements and has been certified by the Bursar as having met all financial obligations.

Each candidate for a graduate degree must apply for graduation. Graduation information and the Application for Graduation Form is available at <https://www.augusta.edu/graduation/graduationinformation.php>. Please read the application carefully and provide ALL requested information.

- Spring Applicants: submit application Fall Midterm BEFORE completion of requirements
- Summer & Fall Applicants: submit application Spring Midterm BEFORE completion of requirements

Students must have completed all degree requirements and be certified for graduation in order to participate in graduation and hooding ceremonies. Satisfactory fulfillment of any additional requirements and/or milestones required by the student's program or the institution must also be completed to be eligible for graduation.

Time Limits

It is the student's responsibility to meet all the requirements for their degree in the proper sequence and in the time limits specified in this document. Where circumstances warrant, a student may petition the Dean for exceptions to the time limit policies.

Doctor of Philosophy

The minimum requirement for the Doctor of Philosophy degree is three full academic years (nine semesters of full time enrollment), which cannot be satisfied through summer work alone. Typical PhD degree programs take more than three years of full time enrollment to complete. All course work and other requirements for the Doctor of Philosophy degree, including the Final Oral Examination, must be completed within seven (7) consecutive years from the date of enrollment in The Graduate School. Leaves of absence (withdrawals) do not extend the seven-year limit. It is the student's responsibility to meet all the requirements for the degree in the proper sequence and in the time limits specified in this document. For students in combined MD/PhD or DMD/PhD degree programs, the seven-year limit does not include semesters of enrollment in the professional degree program.

EdD

The minimum requirement for the EdD degree is three full academic years (nine semesters of full time enrollment), which cannot be satisfied through summer work alone. All course work and other requirements must be completed within seven (7) consecutive years from the date of enrollment. Leaves of absence (withdrawals) do not extend the seven year limit.

DNP

All course work and other requirements for the DNP Traditional Program and the DNP Executive track, including the Final Oral Examination, must be completed within five (5) consecutive calendar years from the date of initial enrollment in the

DNP program. Leaves of absence (withdrawals) do not extend the five-year limit. It is the student's responsibility to meet all the requirements for the degree in the proper sequence within the 5 year time limit. This applies to both full- and part-time enrollment.

All course work and other requirements for the DNP Program with NP concentrations, including the Final Oral Examination, must be completed within six (6) consecutive calendar years from the date of initial enrollment in the DNP program. Leaves of absence (withdrawals) do not extend the six year limit. It is the student's responsibility to meet all the requirements for the degree in the proper sequence within the six year time limit. This applies to both full- and part-time enrollment.

Master's Degree

The minimum requirement for a master's degree is two (2) full academic semesters. All course work and other requirements must be completed within five (5) consecutive years from the date of enrollment. Leaves of absence (withdrawals) do not extend the five year limit.

Grade Point Average Requirement for Graduation

The Graduate School requires a cumulative GPA of at least 2.8 to graduate. Students cannot graduate with a D or F grade in any course and must re-take the course to earn at least a C grade or higher. Students cannot graduate with a U grade in any non-repeatable S/U course and likewise must re-take the course to earn an S grade. The GPA and minimal grade requirement may be higher for some programs. Student's should check with their program's director for program specific information.

[\[Back to Top\]](#)

Normal Course Load

A graduate student who registers for 9 or more hours is considered a full time student. A graduate student who is registered for 5 to 8 hours is considered a half time student. A graduate student who is registered for 1 to 4 hours is considered a less than half time student.

The Medical College of Georgia does not admit students on a part-time basis. Students in the Medical College may, with appropriate approval from that college, carry lesser academic loads than other students because of academic or scheduling problems. However, these students are considered to be committed to full-time pursuit of the Doctor of Medicine degree.

All Doctor of Dental Medicine degree-seeking students are considered to be fulltime and are expected to devote full-time efforts toward completing requirements for the degree. Most students complete the program in four academic years and take a uniform semester course schedule. Other students may, with special permission, complete the degree program in more than four years and take a variable semester course load designed to meet their academic or scheduling circumstances. Exceptions to this rule are part-time Dental College of Georgia faculty with international, non-CODA accredited dental degrees who may register as part-time students in order to complete the DMD degree for licensure purposes, and a limited number of special students (eg foreign exchange students), who are not degree-seeking.

[\[Back to Top\]](#)

Professional Liability Insurance

Students in the health professions are required to participate in various clinical learning experiences as a prerequisite to successful completion of programs of study. Many of the clinical facilities where these learning experiences take place will only accept students who are covered by professional liability insurance. Students may contact the office of the dean of the college in which they expect to enroll for information on the availability and cost of such coverage.

<http://www.augusta.edu/finance/controller/businessoffice/>

[\[Back to Top\]](#)

Registration

Registration procedures are maintained by the Office of the Registrar. Notification of these procedures and any changes in the Academic Calendar will be published on the University website. Students are allowed ample time to register for classes. Registration for courses must be completed in accordance with the dates provided on the University Academic Calendar. A late registration charge will be assessed to any student registering outside the published registration dates. In keeping with Board of Regents' policy 7.3.3, students are required to pay all tuition and fees prior to the first day of class. Students are not considered enrolled in the institution until all tuition and fees have been paid. Verification of attendance in all courses is required by the primary faculty member and must be completed by the published deadline. Except for unusual circumstances, students are not allowed to register after the last day of late registration (the drop/add period listed in the Academic Calendar). While reasonable efforts shall be made to inform students of registration dates and of any changes in these dates, it is the student's responsibility to keep apprised of such changes.

[\[Back to Top\]](#)

Student Academic Grievances

The procedures set forth here are intended to provide students a means for pursuing alleged violations of a student's rights by his/her instructor. It is not the intention of these procedures, however, to provide a forum for questioning course requirements or grading policies of faculty. Prior to initiating a formal academic grievance, student concerns may be discussed with the faculty member and/or reported to the department chair or unit head.

However, if the student's problem is related to admission, transfer of credit, probation, academic suspension or dismissal, or other similar administrative decisions that bear upon the student's academic career, he or she may wish to enter an academic appeal, as described in the Academic Appeals Policy. Grievances also may be made in cases related to the Student Concerns Regarding Educational Expectations Policy. The Vice President for Academic and Faculty Affairs is the final arbiter of whether a grievance should be resolved instead through the student academic appeal process.

If the student's problem is related to a nonacademic issue, he or she should report to the Dean of Student for advice about how to proceed.

1. Applicability of the Grievance Procedures: The Vice President for Academic and Faculty Affairs decides whether or not these procedures are applicable to a particular case based on following criteria, all of which must hold for the case in question.

1.1. Subject Matter: These procedures apply to the review of grievances concerning disputes about matters arising in academic courses. This policy shall not apply to complaints of discrimination and harassment; those complaints must be referred to the Affirmative Action/Equal Employment Opportunity Office.

1.2. Grievant: Student is using the formal grievance procedure described in this policy to seek relief for an instructor's action(s) in an academic course.

1.3. Timeframe: Academic grievances should normally be made by the grievant during the term of the student's enrollment in the course in which the violation of rights was alleged to have occurred, and no later than end of the semester following the alleged violation of rights, including summer semester. A grievant who seeks a change of final grade in a course should be mindful that University policy requires such changes to be made by the end of the semester following the semester (including summer semester) in which the student was enrolled in the course.

2. Principles: If the student wishes to initiate an academic grievance, he or she must follow the student academic grievance procedure as outlined below, keeping in mind the following principles:

2.1. Except when the complaint is of the most egregious nature or is related to intellectual diversity, the student must start with a sincere attempt to settle the dispute in an informal manner with the instructor. In general, administrators can initially hear the student's concerns and refer him or her to this document, but they will not discuss any specific grievance until the appropriate procedural steps have been taken. The Dean of Students or designee may serve an advisory role for the most egregious incidents or those involving intellectual diversity by hearing specific grievances and facilitating the procedures outlined below.

2.2. Within the guidelines of the institution, faculty have authority and responsibility for course content, classroom procedure, and grading, except insofar as it can be shown that a decision was arbitrary or capricious, or based on discrimination with respect to race, religion, sex, handicap, age, or national origin.

2.3. When a student prepares his or her case, he or she should keep in mind that the burden of proof is on him or her, not on the instructor.

2.4. Students who have legitimate grievances which cannot be resolved at the departmental level should follow the procedures outlined below. However, frivolous or mendacious complaints are discouraged. Students and faculty are further advised that adherence to the full truth represents the best service to their cases, and indeed that misstated or overstated claims by the principals or their witnesses about the misdeeds of others may lead to civil penalties.

2.5. Any witness is protected from repercussions resulting from testimony by the Anti-retaliation Policy.

2.6. Administrators shall not discuss the details of a specific grievance with a student who has not followed the procedure outlined herein, and any representative of a student must follow the same procedure. Public statements about a case shall be withheld by the parties involved, by any review body, and by all participants in the hearings until the final decision has been communicated to the parties to the grievance. If and when an official statement is made regarding the result of the procedures outlined below, it shall be made through the Office of the Vice President for Academic and Faculty Affairs.

2.7. Each party in the grievance whether the grievant, the instructor, or an administrator normally shall have five (5) business days to respond at any stage in the grievance procedure, unless both parties agree to an extension.

3. Overview of the Grievance Process

3.1. Informal resolution attempted at the department/unit or college level (Section 4).

3.2. Formal resolution sought at the University level: appeal reviewed by VPAFA and, if so determined, heard by an Academic Review Panel. (Section 5)

4. Initial Steps in the Grievance Process: Informal Resolution (to be followed in the order presented)

4.1. When a student believes he or she has an academic grievance, he or she should first seek to resolve that grievance by discussions with the faculty member or administrator involved. If initial discussions are not satisfactory, the student may take the complaint to the next administrative level as specified below, taking care not to skip levels in the administrative hierarchy. At every level the person hearing the alleged grievance should respond to the student within a reasonable length of time of the initial request. Normally such response should occur within five (5) business days after the student request unless bona fide reasons such as illness, personal emergency or campus absence for professional reasons makes this time limit unreasonable.

4.1.1. The student should consult with the faculty member involved by written letter or email, no later than the first day of classes of the semester following that in which the grievance occurs. The student should articulate the reason(s) for the grievance and the expected remedy. The faculty member (respondent) should provide a response to the student by written letter or email within five (5) business days.

4.1.2. If after communicating with the faculty member the student is not satisfied that a fair and equitable solution has been achieved, the student may take the grievance to the administrative supervisor of the faculty member. In most instances, this will be the department chair. This statement of the alleged grievance and the remedy, along with any documentary evidence, should be in written form.

4.1.3. If the student is still not satisfied, he or she may take the grievance to the academic dean of the faculty member's school or college (for undergraduate students). Graduate students must concurrently contact the academic dean of the faculty member's school or college and the dean of the graduate school. This statement of the alleged grievance and the

remedy, along with any documentary evidence, should be in written form.

4.1.4. As a last resort and only after steps 4.1.1-4.1.3 have been carried out, or have been conscientiously attempted, the student may present a formal grievance in writing to the Vice President for Academic and Faculty Affairs. He or she should set forth in writing a statement of the alleged grievance and the remedy sought at the department/unit or college level, along with any documentary evidence, which should be delivered to the Office of the Vice President for Academic and Faculty Affairs (VPAFA).

5. The Formal Grievance

5.1. The student shall observe the following requirements:

5.1.1. The appeal must be in writing. It must state the basis for the grievance and the facts that support it, including a summary of the steps that have already been taken to resolve the grievance, reasons why the student finds the resolutions unfair or unsatisfactory, and a statement of the desired remedy. The student also should include any other relevant documentary evidence he or she wishes the VPAFA to review.

5.1.2. The written appeal must be presented to the Vice President for Academic and Faculty Affairs (or designee) within five (5) business days after the student has received notice of a decision from a school, college, or unit.

5.2. Upon receipt of a formal grievance, the VPAFA (or designee) will:

5.2.1. Acknowledge receipt of the formal grievance in writing within five (5) business days.

5.2.2. If the VPAFA (or designee) rules that the procedures are not applicable (as per Section 1 of this policy) or that based on the facts stated by the grievant viewed in the light most favorable to the grievant, there is no basis for relief, then the appeal is denied, and the VPAFA will notify the grievant and respondent of this decision within five (5) business days of receiving the grievance

5.2.3. If the VPAFA rules that the procedural rules (as per Section 1 of this policy) are applicable and that a hearing of the grievance is warranted, the VPAFA shall initiate an Academic Review Panel (hereafter, "Panel") hearing process within five (5) business days, and notify the grievant and respondent that an Academic Review Panel will hear the formal grievance.

5.2.3.1. The VPAFA shall notify the Dean of Students that an Academic Review Panel should be constituted.

5.2.3.2. The Dean of Students shall notify the chair of the Student Conduct Board (see Student Code of Conduct) to form an Academic Review Panel of 5 to 7 members to hear the formal grievance.

5.3. Grievant(s) and respondent(s) shall communicate and cooperate with the chair of the Student Conduct Board regarding the preparation of support materials related to the allegations of academic grievance.

5.4. At no time (outside of the formal hearing process) should any person directly or indirectly involved in the academic grievance case communicate with any of the voting or alternate members (with the exception of the chair) of the Student Conduct Board or the Academic Review Panel about the grievance.

5.5. The Student Conduct Board shall notify the Panel to hear the appeal.

5.6. The decision as to whether a formal hearing is warranted shall be made available, in writing, to the parties concerned within five (5) business days after the Panel has received notice of the grievance.

6. The Academic Review Panel

6.1. Academic Review Panels for an academic grievance hearing consist of five to seven members, including faculty members from the Corps of Instruction (one of who shall serve as chair), and at least two students, and are constituted as needed.

One of the faculty members shall be designated by the chairperson of the Student Conduct Board to serve as the chair of the academic review panel, and shall serve as administrative officer for the proceedings.

6.2. The VPAFA or his/her designee shall deliver to the chair of the Academic Review Panel the written grievance and all other documents and/or exhibits received by the VPAFA in the context of the appeal.

6.3. The chair of the Panel shall be the administrative officer of the Panel. His or her duties shall include:

6.3.1. Informing the members of the Panel, the student(s) and faculty member(s) involved, and any other persons whose attendance is required that a grievance hearing is pending;

6.3.2. Arranging for appropriate times and places for Panel meetings and hearings;

6.3.3. Informing, in writing, the grievant, respondent, and any others whose testimony is relevant to the case of the times and places of Panel hearings that they are requested to attend, and supplying them with a statement of alleged grievances;

6.3.4. Securing and distributing to the Panel written materials or other documentation appropriate for its consideration;

6.3.5. Arranging with the Office of the VP for Student Affairs for audio recording of Panel proceedings;

6.3.6. Maintaining Panel records that are to be kept on file in the Office of the Vice President for Academic and Faculty Affairs; and

6.3.7. Informing, in writing, the Office of the Vice President for Academic and Faculty Affairs of the recommendations of the Panel.

6.4. Any member of the Panel may at any time disqualify himself or herself from consideration of any given case or cases because of personal bias.

6.5. Should a Panel member be unable to hear a particular case, for any reason, an alternate shall be appointed by the chair of the Student Conduct Board to serve for the course of the particular grievance.

6.6. Should the Panel be involved in a specific case at the time of the return of an absent member, the replacement member shall continue as a member of the Panel in all sessions dealing with the specific case until it is concluded.

6.7. Should any member of the Panel be unable, for any reason, to complete a term for which he or she has been appointed, the alternate shall fill the balance of the term. Resignations shall be submitted in writing to the chair of the Panel. The chair of the Panel shall then inform the chair of the Student Conduct Board of a vacancy and request the appointment of a new alternate.

6.8. Either party to the hearing may request of the chair in writing that any member or members of the Panel be excluded from consideration of a case. Such a request must be for cause and be brought to the chair's attention as the first step in the hearing. In the event a member is disqualified by majority vote of the Panel from consideration of a case, the chair shall appoint the Panel alternate as a replacement.

6.9. Once the Panel has been finalized, the VPAFA shall deliver to the chair of the Panel the written grievance and all other documents and/or exhibits received by the VPAFA in the context of the appeal.

7. Academic Review Panel Proceedings

7.1. The Panel will proceed with due haste to examine the merits of the complaint and to schedule a hearing within ten (10) business days.

7.1.1. The Panel, as a whole, shall arrange for a swift and comprehensive review of the grievance and may request from the

parties involved and from resource persons additional information. It shall then decide, on the basis of this evidence, whether there are sufficient grounds to hear a case or not, and whether it will accept written statements in lieu of personal appearances or not. If the Panel decides that there are not sufficient grounds to hear a case and closes the case, it shall notify the Grievant and respondent in writing as to the reasons for its actions.

7.1.2. If the Panel determines that the case merits further consideration in the form of a hearing, the parties involved shall be informed in writing and be advised of the scheduled time and place of the hearing. Grievants will be given copies of the respondent's academic grievance materials. Respondents will be given copies of the grievant's academic grievance materials. The grievant's and the respondent's academic grievance materials will be returned to the Panel chair at the close of the formal hearing.

7.1.3. At the hearing, the grievant, respondent, and material witnesses may testify and may be questioned by the opposite party and by Panel members. Any evidence presented to the Panel may be considered in the final judgment. Such evidence may consist of documentation and/or testimony, within reason.

7.1.4. Both grievant and respondent may be accompanied by advisors; the role of advisor must, however, be restricted to advice. Grievant and respondent must make their own cases before the Panel.

7.1.5. Proceedings shall be conducted in accordance with the AAUP's Joint Statement on Rights and Freedoms of Students proposed in 1967 and revised and updated in 1992. The AAUP's Statement on Graduate Students, which was adopted in 2000, will serve as an additional reference source for Grievants who are graduate students.

7.1.6. An audio recording of the hearing shall be preserved for reference and may be reviewed until the case has been finally resolved. However, Panel deliberations will not be subject to this requirement. The audio recording shall be held in by the Office of the Vice President for Student Affairs for five (5) years.

7.1.7. After receiving testimony and the relevant documents, the Panel shall make a recommendation within five (5) business days on the basis of the received material. The Panel's decision shall contain finding of fact, the decision arrived at, reasons for the decision, and the criteria or policy applied in reaching the decision. Only members of the Panel who have been present during all the meetings and who have heard all testimony relating to the alleged grievance may vote on the case.

7.1.8. A majority vote of such qualified members shall constitute a judgment. In the case of a tie vote, shall make no judgment, and the VPAFA shall make a final decision in the case.

7.1.9. A decision of the Panel relating to redress of a particular case is final. The Panel does not have the authority to change or direct changes in student grades, faculty conduct, or other disputed areas. The Panel does have the responsibility to evaluate each case carefully and make specific recommendations to the Vice President for Academic and Faculty Affairs. A course of action deemed appropriate by the Panel will be recommended.

7.1.10. The Panel's recommendation should not be reported, except to the VPAFA, and should remain confidential to the committee.

7.1.11. The VPAFA should transmit only the final decisions to the appropriate persons.

7.1.12. The Panel may alter a deadline specified in these procedures on written petition of either party showing a meritorious reason for delay; if the Panel itself needs to extend a deadline, it may do so on its own authority for periods up to fourteen calendar days; for longer delays, the Panel must request an extension from the VPAFA.

7.1.13. If redress requires a policy change, or if a policy change appears advisable or necessary, the Panel shall refer its recommendations to the Executive Committee of the University Senate, or President of the University, as appropriate.

8. Remedies

8.1. General

8.1.1. If the Panel finds, after a formal hearing, that a faculty member is at fault it will recommend a remedy.

8.1.2. It will seek to find a remedy that can be implemented by those whose cooperation is needed. In the matter of a grade dispute, this must include the faculty member involved in the dispute.

8.2. The Panel's Report

8.2.1. After a judgment has been made in a case, the Panel shall prepare a report setting forth its findings and recommendations for action and present the report to the VPAFA. If there is a tie vote by the Panel, a report setting forth its findings and describing the disagreement that led to a failure to reach a decision about its recommendations for action shall be presented, instead.

8.3. VPAFA Actions

8.3.1. Within five (5) business days of receiving the Panel's findings and/or recommendations, the VPAFA shall forward to each of the parties involved, by certified mail with return receipt requested, each of the following:

8.3.1.1. A copy of the Panel's findings and recommendations (if any).

8.3.1.2. The VPAFA's decision with regard to any relief sought by the parties and/or recommended by the Panel.

8.3.1.3. Notification to both parties of the right to Presidential appeal before the VPAFA takes action. The VPAFA shall be deemed to have satisfied this requirement if he/she calls the attention of the parties to Section 9 of this document.

8.3.2. If no party makes a written appeal within five (5) business days of having been notified by the VPAFA of his/ her decision, that decision shall be considered final and the VPAFA shall see to its implementation.

8.4. In decisions that would result in the changing of a posted grade, the VPAFA will instruct the department chair/unit director to ask the involved faculty member to effect the prescribed grade change or, if cooperation is not forthcoming, to effect the grade change directly by action of the department chair/unit director.

8.5. Such action shall not be construed as restrictive of the recourses of the faculty member through the usual appeal procedure of the University.

8.6. Care will be given that no incomplete or inaccurate information pertaining to the grievance is placed in any file; and that all evidence obtained at any stage of the process and that all deliberations and proceedings be kept confidential.

8.7. At the conclusion of each case, the chairperson of the Academic Review Panel shall transmit original or true copies of the documents related to the case to the Office of the Vice President for Academic and Faculty Affairs, who shall keep such records securely as University records for a period of five (5) years.

9. Final Appeal

9.1. Appeal of the decision of the VPAFA to the President shall be permitted only for the purposes of procedural review. Such appeals shall be submitted in writing, with copies to the Provost and Vice President for Academic and Faculty Affairs.

9.2. The President or his/her designee (e.g., Provost) shall review the appeal within five (5) business days. The President (or designee) will review the decision of the VPAFA and the findings of the Panel and, upon judgment that the Panel has failed to follow these procedures, return the case to the Student Conduct Board for reconsideration, along with description of the perceived error in procedure and a recommendation for its correction.

10. Revisions in the Procedures

10.1. During the spring semester of each year, the Student Conduct Board may propose revisions of these procedures.

Revisions will become effective at the start of the following fall semester, upon ratification by the Student Senates and University Senate, and approval by the President of the University.

[\[Back to Top\]](#)

Transfer Credit

Coursework must be validated as being academically rigorous for the appropriate level at which a student receives transfer credit. Accreditation by one of the following organizations is one of the evaluations of quality used: Middle States Commission on Higher Education, New England Association of Schools and Colleges Commission on Institutions of Higher Education, North Central Association of Colleges and Schools - The Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission on Colleges, Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities. For institutions outside of the United States, such assurance is provided by an approved credentials evaluation service to which applicants submit their educational credentials.

Transfer Credit for Graduate Degrees

Transfer of graduate credit from another school or program is never automatic and credits transferred do not automatically reduce the residency requirement for any advanced degree. At the discretion of the Dean of The Graduate School (or Dean's designee) and the faculty of the major program, up to nine semester hours of credit toward a degree may be transferred with the exception of the Doctor of Philosophy degree (see below). The actual maximum number of credit hours allowed for transfer (0-9) is program specific. A request for credit transfer should be initiated by the student and his/her advisor, through the program's director using the Transfer Credit Authorization Form which may be found in the TGS Form Repository at: <https://www.augusta.edu/gradstudies/students/>

Course work transferred to a degree program in The Graduate School must be relevant and applicable to the degree being sought. The individual applying for the transfer credit is responsible for providing the necessary documentation (i.e., course syllabi, transcripts, etc.) for the review. Course credit may be accepted for transfer if:

- The course content is equivalent to a course offered by the Augusta University graduate program as assessed by the director of the equivalent Augusta University course.
- The course was taken by the student within five years prior to the date of his/her projected enrollment
- The student earned a grade of either "B" or higher or "pass/satisfactory".
- The course is recommended for transfer by the graduate program and approved by The Graduate School dean.

Doctor of Philosophy (PhD) degree programs: A maximum of six credit hours is usually recommended but nine credit hours may be allowed to transfer from a master's degree program. The transfer of any course work beyond the master's level is a matter for negotiation between the student, his/her advisory committee, his/her major department and the Dean of The Graduate School. In general, no more than a total of 20 semester hours may be transferred toward the PhD under any circumstances..

[\[Back to Top\]](#)

Transient Students

A student must be in good standing as verified by the Office of the Registrar and should obtain prior approval from the department that offers a course most compatible with the one that will be taken elsewhere. If a student enrolls at another institution without obtaining prior approval to do so, he or she must appeal to the department that offers the course to receive credit for the course; there is no guarantee that approval will be granted.

Appeal Process

Appeals regarding transfer credit shall be handled in accordance with the Student Academic Appeals Policy.

[\[Back to Top\]](#)

Withdrawal

Students may add or drop courses from their course schedules, provided they do so by the published deadline. Thereafter, they may withdraw from courses up to midterm. After midterm, students may withdraw from courses, but will receive a WF grade, except in cases of extreme hardship. The WF grade will count as an F grade for purposes of institutional grade point average calculation.

The responsibility for initiating a withdrawal resides with the student. A student who registers for a course and stops attending class (or never attends class) is not automatically withdrawn by the instructor and is subject to receiving a grade of WF or F for the course. However an instructor may withdraw a student for excessive absences. Forms for initiating a withdrawal may be obtained from the Office of the Registrar. A student should consult with his or her advisor before withdrawing from a course. A student must obtain the signature of the instructor to officially withdraw from a course. Students in The Graduate School programs must also have approval from the dean of The Graduate School. The official date of withdrawal is the date that the Withdrawal Form is received in the Office of the Registrar.

Withdrawal with option to return

Registration in each grading period indicates that a student is making progress toward his/her enrollment objective. Students who plan to take a semester or more off from what is required by their official approved program curriculum should request a withdrawal with the option to return from The Graduate School Dean, through their program director, using the Withdrawal Form <https://www.augusta.edu/registrar/documents/withdrawalformwithchecklist.pdf>. Withdrawal requests may be for absences no more than three consecutive semesters in length. The semester in which the student withdraws is considered semester one. Students withdrawn (with the option to return) less than three consecutive semesters will be required to be reactivated. Such reactivation requests must be specifically approved by The Graduate School Dean using the Reactivation Form <https://www.augusta.edu/registrar/documents/reactivationformfillable.pdf>. Some programs may require a re-enrollment plan. A withdrawal does not modify a student's obligation to complete the degree within the maximum time limit allowed for that degree. Students must notify their program director and The Graduate School of their intent to return at least three weeks prior to the beginning of the semester (grading period) in which they plan to return, unless a longer period is specified by the program.

Students who have not enrolled in Augusta University for three consecutive semesters must apply for readmission through the Office of Academic Admissions using the online application process following published procedures and deadlines. Acceptance back into the program is not automatic.

Inactivation after Non-Attendance

A student who does not enroll for three consecutive terms will be classified as inactive by the Registrar. Re-enrollment after withdrawal is not automatic, and the individual will be required to re-apply for admission and be evaluated through the standard admissions process.

Medical Withdrawal

Students may request a Medical Withdrawal when the student experiences a medical emergency or serious health condition which prevents them from completing their course work for the current semester. Visit <https://www.augusta.edu/student-life/medical.php> for additional information and form(s).

Hardship Withdrawal

Students may request a Hardship Withdrawal when he/she has experienced an unexpected occurrence in their life that requires that he/she withdraw from all classes for the semester. Visit <https://www.augusta.edu/student-life/medical.php> for additional information and form(s).

Military Withdrawal

Students who are active duty military and receive reassignment orders that would prevent completion of the term may request a Military Withdrawal. Visit <https://www.augusta.edu/registrar/military-withdraw.php> for additional information and form(s).

Dismissal and Withdrawal from The Graduate School and University with No Option to Return

Students who have been dismissed from a program or from The Graduate School, or have chosen to withdraw with no option to return, will not be eligible to return to the program or The Graduate School, whichever applies. A student withdrawing from their program and all courses in which they are currently enrolled must complete the Withdrawal Form <https://www.augusta.edu/registrar/documents/withdrawalformwithchecklist.pdf> to include all required signatures.

[\[Back to Top\]](#)

 [Print this Page](#)