



AMERICAN UNIVERSITY
W A S H I N G T O N , D C

**GRADUATE PERMIT
TO STUDY ABROAD AT
NON-PARTNER INSTITUTIONS**

Last Name	First Name	Middle Initial	AUID #
Home Address (Street, City, State, Zip)			Home Phone
College/School	Major	E-mail	

THE ABOVE STUDENT IS A GRADUATE DEGREE STUDENT IN GOOD STANDING AND ELIGIBLE TO RETURN TO AMERICAN UNIVERSITY. *(Students not in good standing are not eligible for Permit to Study.)*

SHE/HIS HAS PERMISSION TO TAKE THE FOLLOWING COURSES IN: FALL SPRING SUMMER 20____ AT:

(College or University)

(Address)

Course Number and Title	Credit Value	Credits to be given at AU	Application in AU Degree Program

Regulations Governing Transfer Credits

As a matriculating student at AU, I understand that I may transfer up to a total of 6 semester hours only from institutions accredited for granting graduate degrees.

1. Transfer credit is accepted only when the student has secured approval in advance and this Permit to Study Abroad form is submitted to the Office of the Registrar prior to the beginning of the study abroad term. If changes occur in a student's registration once approval has been granted, a revised form will be submitted to the Office of the Registrar.
2. Approval is granted for *specific* courses. The course number, title, and description of course content are necessary when the student seeks approval from his/her major department and dean's office.
3. Transfer credit is not given for courses similar in content to those already completed.
4. In no case may graduate credit be given for course work designated as undergraduate by the offering institution.
5. Graduate students earning their master's degree must complete a minimum of 24 semester hours in residence. Graduate students earning a doctoral degree must complete a minimum of 42 semester hours in residence.
6. Transfer credit from a Permit to Study is accepted for courses with earned grades of B or better.
7. Grades for transfer courses are not recorded on the American University permanent record, and they are not computed in the student's grade point average.
8. Once final grades have been posted at the other institution, students should request that an official paper transcript be forwarded to their dean's office or major department office (as specified by the school or college) in a sealed envelope. Additional documentation provided must clearly identify course level as graduate work. If the transcript is not in English, an official English translation of that transcript must also be provided. A key that explains the credit hour system and the institution's grading scale must also be provided.
9. Students must be registered for at least one (1) semester hour at AU while on a Permit to Study in the fall or spring semesters.

I understand and agree to the above conditions.

Student Signature

Date

I certify that this form is complete and all steps have been taken to ensure that the credit will be applied to the student's academic record:

Academic Advisor Signature	Date
Department Chair Signature	Date
Dean or Dean's Designee Signature	Date

Checklist for Students and Advisors

Before submitting this Permit to Study Abroad form to the Office of the Registrar, please ensure that:

- The host institution is an accredited university.
- The host institution offers graduate-level courses.
- The host institution will issue an official paper transcript that will be sent in a sealed envelop directly to the student's dean's office or major department office.
- This official transcript will be in English or that an English translation will accompany the original transcript.
- This official transcript will include course titles and credit values.
- This official transcript will include letter or number grades with a scale indicating the full range of grade options. If the transcript does not, the student and authorizing school or college will endeavor to obtain such a scale from the host institution.
- This official transcript will indicate that the courses are at the graduate level. If the transcript does not, the student and authorizing school or college will endeavor to obtain such verification from the host institution.
- This official transcript will explain the credit-hour system of the host institution. If the transcript does not, the student and authorizing school or college will endeavor to obtain such an explanation from the host institution.
- All courses taken at the host institution are approved on the front of this form. If any changes occur in a student's registration after approval has been granted, a revised form will be submitted to the Office of the Registrar.
- No more than six (6) semester hours of credit will be transferred to AU.
- The student understands the requirement to register for AU credit for the study abroad term prior to his or her study at the host institution. This applies to fall and/or spring semesters only.
- This form does NOT apply to partner institutions, exchange programs or other institutions or programs for which AU has signed a Memorandum of Agreement for international study.