



## GRADUATE CATALOG



## SCHOOL OF GRADUATE STUDIES (SGS)

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## MESSAGE FROM THE DEAN

On behalf of the University Management and the Graduate Studies Council, I extend my warmest welcome as you embark on your academic journey at the American University of Nigeria (AUN). Your successful admission to our esteemed graduate program reflects your dedication to academic excellence and intellectual advancement. By choosing AUN as your institution of higher learning, you have made an exceptional choice that will significantly shape your academic and professional future. Our distinguished faculty and dedicated staff are fully committed to ensuring your experience at AUN is intellectually rewarding and fulfilling.

AUN fosters an academic community distinguished by scholarly excellence, collegiality, and mutual respect. As a Development University, AUN is steadfast in its commitment to advancing research and scholarship that contribute meaningfully to societal transformation and national progress. In line with these objectives, you will engage in rigorous academic research, collaborative scholarly initiatives, and other intellectual pursuits to create tangible impact at the local, national, and global levels. Our Graduate School offers a comprehensive range of advanced academic programs, including Postgraduate Diplomas, Master's, and Doctoral degrees across multiple disciplines, equipping you with the expertise needed to address contemporary global challenges.

A hallmark of graduate education at AUN is the opportunity to engage with an internationally acclaimed faculty known for diverse academic backgrounds and innovative pedagogical approaches. These distinguished scholars are dedicated to fostering a dynamic, intellectually stimulating learning environment through pioneering research and exemplary instruction. As a graduate student, you will be immersed in an academic culture that emphasizes original research, scholarly publication, and intellectual discourse. You will also have the opportunity to present your research findings in academic seminars, engaging with peers, faculty members, and the broader scholarly community.

Furthermore, AUN provides world-class academic resources to support your studies, including state-of-the-art classrooms, advanced research laboratories, and an award-winning digital library. These resources are meticulously designed to ensure a seamless, academically rigorous learning experience.

As you progress through your graduate studies, I encourage you to familiarize yourself with the institutional policies, program requirements, and academic procedures outlined in the Graduate School Catalog. I also urge you to seek guidance from the Dean-School of Graduate Studies, the Graduate School Coordinators, and the Deans of your respective Schools. Their collective expertise and mentorship will be invaluable in advancing your academic and professional aspirations.

Once again, I extend my warm welcome as you embark on this transformative scholarly journey at the American University of Nigeria. May your tenure here be both intellectually enriching and profoundly impactful.

Adewale James, B.Sc., M.Sc., Ph.D., PGDC, PGDE, PGDT (MNMS, MMAN, MAMS, TRCN)  
Associate Professor of Computational Mathematics  
American University of Nigeria, Yola  
Adamawa State, Nigeria

## **SECTION I: INTRODUCTION**

### **1.1 University Profile**

American University of Nigeria (AUN) embraces and promotes scholarly integrity, which encompasses “both research integrity and the ethical understanding and skill required of researchers/scholars in domestic, international, and multicultural contexts.” It addresses “ethical aspects of scholarship that influence the next generation of researchers as teachers, mentors, supervisors, and successful stewards of grant funds” (Council of Graduate Schools, *Research and Scholarly Integrity in Graduate Education: A Comprehensive Approach*, 2012).

### **1.2 History**

AUN was founded in 2004 with the purpose “to build an American-style University on African soil, offering top-quality education to young Nigerians and Africans, and tailored to act as a catalyst for development in Africa.” The goal of AUN is to train the future leaders of Africa and to serve as both a stimulus and an agent of economic development throughout the region. To that end, all students, regardless of academic specialization, receive high-level training in information technology, entrepreneurship, and the arts and sciences, all of which are key to sustainable development. AUN is committed to providing the skills and leadership essentials needed to address the continent’s pressing social and economic challenges.

### **1.3 Location**

The University is located in Yola, the capital of Adamawa State, one of Nigeria's 36 states. The campus, covering nearly 1,000 hectares, is a serene mix of desert and farmland. Adamawa, one of the six states in Nigeria's Northeast region, shares the longest border with Cameroon. Yola is accessible by road and air, and daily flights from the Yola International Airport connect to regional, national, and international destinations via Abuja.

### **1.4 Campus**

The campus is attractive and modern. The main campus comprises 18 buildings, including dormitories, a spacious cafeteria, classrooms, a commencement hall, office buildings, and a standard e-Library. The entire campus has wireless Internet, and dorms are air-conditioned and have cable television in common rooms.

### **1.5 The School of Graduate Studies**

The School of Graduate Studies (SGS) at AUN is a community of scholars dedicated to excellence in original research, scholarly integrity, and effective teaching. We cultivate intellectual leadership and an authentic sense of community responsibility to apply knowledge, best practices, and innovative ideas to the challenges and opportunities in Nigeria, Africa, and the world.

This Catalog outlines responsibilities and explains the policies and procedures governing graduate studies at AUN. It also provides information on programs, curricula, and study plans. For further information, students should consult their dean’s office, the coordinators of their graduate programs, and the chair of the department that houses their program.

### **1.6 Vision**

The School of Graduate Studies fulfills the American University of Nigeria’s purpose to be Africa’s Development University. The School’s vision is to deliver research with the highest possible impact on the human condition across information technology, business and entrepreneurship, the humanities, and the social sciences.

### **1.7 Mission**

The mission of the School of Graduate Studies is to provide a conducive environment for high-quality graduate study.

## **SECTION II: GRADUATE STUDIES: ORGANIZATION**

The School of Graduate Studies (SGS) facilitates the operation of graduate programs in all Schools and departments in the following ways:

- i. Serves as the institutional home for postdoctoral fellows.
- ii. Facilitates the use of non-AUN research laboratories and centers for graduate students, if needed.
- iii. Organizes and administers graduate training programs, including thesis and dissertation writing, conducting literature reviews, writing for journals, getting one's work published, and presenting at conferences.
- iv. Reviews appointments of graduate students to academic titles such as Teaching Assistants (TAs) and Research Assistants (RAs) to ensure compliance with policies and procedures established by Academic Affairs and the Graduate School Council. The School also monitors eligibility for fee and tuition remission.
- v. Ensures that admission applications meet AUN and National Universities Commission (NUC) standards.
- vi. Processes acceptance and rejection letters for all applicants following the SGS approval decision.

The graduate experience at American University of Nigeria and the work of the School of Graduate Studies (SGS) are facilitated by the following:

### **2.1 Graduate Studies Council (GSC)**

The Graduate Studies Council (GSC) is responsible for safeguarding the excellence and quality of graduate education at AUN. The School of Graduate Studies is the administrative arm of the Council, and it is empowered to enforce, on its behalf, established and approved academic regulations and policies.

The Council is chaired by the Vice President for Academic Affairs and Provost, with the dean of the School of Graduate Studies serving as vice chair. Other members of the Council include deans of schools that host graduate programs and the Director of Academic Planning and Quality Assurance. The graduate school program coordinator serves as the secretary of the Council.

The duties and functions of the Graduate Studies Council (GSC) consist of the following:

- i. Sets the minimum application requirements and has the final authority to approve or deny graduate admissions.
- ii. Sets the policies and standards for graduate admissions and degrees in coordination with the schools.
- iii. Reviews established degree programs and proposals for new fields of study or degrees.
- iv. Establishes qualifications and policies for Graduate Student Teaching Assistants (GTAs) and Graduate Student Research Assistants (GRAs).
- v. Responds to issues referred to it by the Office of Academic Planning and Quality Assurance, the Deans Housing Graduate Programs, the Deans' Council, and the Vice President for Academic Affairs and Provost.
- vi. Proposes internal regulations, in consultation and collaboration with coordinators of graduate programs in schools and academic departments with graduate programs, the Office of Academics and Records (Academic Registry), the Office of Admissions and Enrollment, the Office of Student Affairs, and Academic Planning and Quality Assurance, to organize graduate studies.
- vii. Proposes, implements, and supervises admission criteria for graduate study.
- viii. Studies and recommends new programs for Senate endorsement and coordinates them with current graduate programs.
- ix. Recommends graduate courses to the Senate for approval, amendment, or modification.
- x. Recommends to the Senate the titles of graduate degrees as recommended by the Schools' Graduate Board. Recommends the conferral of graduate degrees to the Senate.

- xi. Decides on all matters related to graduate students at the University in consultation and collaboration with the Graduate School Board and the offices of Admissions and Enrollment, Student Affairs, Academic Planning and Quality Assurance, Academics and Records, and the vice president for academic affairs and provost.
- xii. Approves thesis supervision and judging panels in consultation with and in collaboration with the Graduate School Board.
- xiii. Sets the framework for research plans, outlines rules for thesis writing, defines the format for thesis production, and provides templates for thesis exam reports.
- xiv. Periodically assesses graduate programs at the University in consultation with the Academic Planning and Quality Assurance, through specialized committees from within or outside the University.
- xv. Examines periodic reports submitted by the departments that host graduate programs at AUN, highlighting aspects of graduate education at the University.
- xvi. Studies matters forwarded to it by the University Governing Council, Senate, the Council of Deans, and Academic Planning and Quality Assurance, and responds accordingly.
- xvii. Establishes a GSC Newsletter that disseminates content relevant to graduate studies at AUN.

## **2.2 Dean, School of Graduate Studies**

The School of Graduate Studies is led by a dean who reports to the Vice President for Academic Affairs and Provost.

The SGS Dean provides overall academic and administrative leadership for all graduate programs at AUN. The Dean is responsible for ensuring that graduate education and research meet and maintain the highest standards, in accordance with University policies and NUC regulations.

In fulfilling these duties, the Dean coordinates closely with the Deans of the various Schools to ensure coherence and quality in the design, implementation, and review of graduate programs across the University. The Dean serves as the principal liaison between SGS and the other academic units, harmonizing graduate policies and procedures, promoting interdisciplinary collaboration, and facilitating effective communication on all matters related to graduate training and research.

The Dean oversees graduate admissions, registration, supervision, examinations, and graduation processes, ensuring efficiency, fairness, and strict adherence to academic regulations. In consultation with School Deans and Graduate Studies Coordinators, the Dean monitors the quality of supervision and research output and promotes the timely completion of graduate programs. The Dean also manages the SGS academic and administrative staff and ensures that SGS operations align with AUN's mission and strategic objectives.

In addition to these internal functions, the Dean fosters a culture of advanced scholarship and research excellence within AUN's community. The office promotes grant acquisition, research dissemination, and collaboration with local and international institutions, thereby enhancing the global visibility and impact of AUN's graduate education.

The Dean shall be a Professor or Associate Professor of established academic standing, holding a doctoral degree and substantial experience in postgraduate supervision, research, and university administration. The Dean is expected to demonstrate sound judgment, high integrity, effective leadership, and a steadfast commitment to advancing graduate education and scholarship.

## **2.3 Graduate School Board**

Each School hosting Graduate Studies is supervised by its own Graduate School Board (GSB), which comprises the dean as chair, the chairs of departments that host graduate programs, and the Graduate Studies Coordinator. The Executive Assistant of the school serves as the Secretary to the Board. The board reports to the GSC through the SGS Dean. The board is primarily responsible for overseeing all academic activities at the school level for all graduate programs.

## **2.4 School Graduate Program Coordinators**

Appointment:

The School Graduate Program Coordinator is appointed by the dean of the school hosting graduate programs and confirmed by the SGS.

Responsibilities of the School Graduate Programs Coordinator:

- i. Ensure that applications for admission meet the University's school-level standards.
- ii. Coordinate the Graduate Admissions review and recommendation at the school level.
- iii. Is responsible for maintaining graduate student records for all Graduate programs at the school level, in collaboration and consultation with the SGS.
- iv. Assist students in resolving individual and academic challenges.
- v. Coordinate and consult with SGS to monitor and provide support at the school level for graduate students taking Ph.D. comprehensive exams and proposal defenses, and for master's students completing final capstones or thesis requirements.
- vi. Coordinate and consult with the Dean of the school, chairs of graduate programs, faculty, and graduate students regarding nominations for thesis supervisors to ensure compliance with the catalog.
- vii. Coordinate and consult with the Chairs of graduate programs and the Dean of the school regarding nominations of External Examiners for consideration by the SGS and the GSC.
- viii. Coordinate and consult with SGS to monitor and provide support at the school level for students on academic warning, probation, dismissal, or withdrawal.
- ix. Oversee and track graduate study plans, student progress, and the academic calendar.
- x. Communicate approved schedules for graduate defenses, Ph.D. exams, and other important matters to graduate students.
- xi. Develop graduate activities to enhance the learning experience at the school.
- xii. Facilitate mentorship of graduate students by faculty and among themselves.
- xiii. Establish faculty advising for graduate students in consultation with the Chair of graduate programs and the Dean of the school.
- xiv. Provide advising and information on academic statutes at the school level for graduate students.
- xv. Provide an annual report on graduate programs at the school level.
- xvi. Liaise with SGS to ensure regular updates to the graduate program content on the University website.
- xvii. Coordinate with the chairs and the Dean on the teaching schedule for all graduate programs, ensuring it aligns with students' study plans and expected progress.
- xviii. Coordinate and collaborate with department chairs, and the Office of Academic Planning and Quality Assurance to conduct periodic reviews of all school programs; this ensures they meet intended learning outcomes as well as Benchmark Minimum Academic Standards (BMAS), Core Curriculum and Minimum Academic Standards (CCMAS), and National Universities Commission (NUC) standards, along with relevant international accreditation requirements, and guidelines.
- xix. Ensure that the delivery, learning engagements, content, and structure of all graduate programs reflect the standards and requirements of North American universities and other reputable universities worldwide.



## **SECTION III: ADMISSIONS, FINANCIAL AID, AND REGISTRATION**

This Catalog outlines the admission cycle and the policies governing applications, applicant evaluation, and the admission of new graduate students. Students may apply for admission to PGD, master's, MBA, M.Phil., doctoral, and allied programs at American University of Nigeria from any other university, both within and outside Nigeria.

### **3.1 General Admission Requirements**

AUN's admissions policy complies with the requirements of the National Universities Commission (NUC). This policy outlines the principles and procedures for admissions and the responsibilities of those involved in the admissions process. Selection criteria may vary by program, depending on established school and program requirements. Admission to graduate programs at the American University of Nigeria (AUN) is competitive. Specific criteria may vary by program based on established school requirements. Applicants are evaluated on the strength of their academic background, standardized test results (where applicable), work experience, and other evidence of potential success. Each year, the Graduate Studies Committee (GSC) determines the number of admission offers based on recommendations from the Graduate School Board (GSB) and the School of Graduate Studies (SGS). Applications for admission remain open year-round.

All prospective graduate students may apply online ([www.aun.edu.ng](http://www.aun.edu.ng)) to complete the admission application form; application forms may also be obtained from the Office of Admissions and Financial Aid ([graduate.admissions@ aun.edu.ng](mailto:graduate.admissions@ aun.edu.ng)).

### **3.2 Admission Documentation**

- i. A completed application form - ([Download the Application Form](#))
- ii. Graduation certificate with verifiable grades and the required grade point average
- iii. Official transcript from each university attended
- iv. Copies of all certificates from each university attended
- v. West African Examination Council (WAEC)/National Examinations Council (NECO) or its equivalent results
- vi. Two letters of recommendation
- vii. Evidence of payment of the application fee
- viii. A current Curriculum Vitae
- ix. A personal statement of purpose
- x. National Youth Service Corps (NYSC) Certificate (Nigerians only)

### **3.3 Admission Requirements**

To be considered for the graduate program, the general admission requirements are as follows:

- i. An earned baccalaureate and/or graduate degree from a nationally and/or internationally accredited institution of higher education, as verified by official transcripts.
- ii. A satisfactory scholastic average, usually for a master's degree, is a minimum grade point average of 2.0 on a 4.0 scale, or 2.5 on a 5.0 scale for an undergraduate degree.

Some departments have specific admission requirements, and students must consult those departments when selecting programs.

### **3.4 Postgraduate Diploma Programs**

Candidates must hold either a minimum of a third-class bachelor's degree in any discipline from a university recognized by the Senate of the American University of Nigeria or a Higher National Diploma with a minimum of Lower Credit. Prospective students should check with the specific schools for details of their requirements.

### **3.5 Master's Degree Program**

Candidates seeking admission to the university's master's program must hold a bachelor's degree from the American University of Nigeria or from any other university recognized by the Senate of the American University of Nigeria. Candidates with a First Class or Second Class (Upper or Lower Division) are preferred. Individual graduate programs may have specific admission requirements, which are documented in the graduate school and admissions office.

### **3.6 Ph.D. Degree Program**

Candidates seeking admission to the Doctor of Philosophy (Ph.D.) Degree Program at the American University of Nigeria shall hold a bachelor's and a master's degree from the American University of Nigeria or any other university recognized by the Senate of the American University of Nigeria in the relevant disciplines. To qualify for direct entry into the Ph.D. program, a candidate shall have a minimum CGPA of 3.0 on a 4.0 scale and 2.5 on a 5.0 scale in the master's (M.A./M.Sc./M.Eng./M.Tech., LL.M., etc.) degree result. The minimum duration of study for the award of a Ph.D. degree is three academic sessions.

### **3.7 Notification of Admission to Student**

Successful applicants are notified by the School of Graduate Studies via email, with copies sent to the Office of Admissions and Enrollment, the respective school's dean and coordinator, and the department chair.

### **3.8 Notifying Students Denied Admission**

The School of Graduate Studies will notify applicants who are not recommended for admission via email, copying the Office of Admissions and Enrollment and the respective school's dean and coordinator.

### **3.9 Registration for Classes**

The Academic Registry conducts registrations with support from administrative staff. Returning students will self-register. To enable independent student registration, students must access the student information system to complete the online registration.

## SECTION IV: COURSEWORK, GRADING SYSTEM, PROBATION, AND DISMISSAL

### 4.1 Course Workload

Enrollment requirements for each semester are set by the Graduate School Board that offers the program. Students are advised to strictly adhere to the recommendations of the department or school offering the program.

### 4.2 Grading System

The American University of Nigeria uses the 4.0 grade point average (GPA) system. The grades in Table 1 determine each student's semester and cumulative grade point averages (CGPAs).

Table 1: Grading System

Grade	Quality Points Calculated in the Grade Point Average
A (Excellent)	4.0
A-	3.7
B+	3.3
B (Good)	3.00
B-	2.7
C+	2.3
C (Satisfactory)	2.0
D	1.0
E	0.0
F	0.0
WF	0.0

Table 2: Not Calculated in the Grade Point Average

Non-Credit Grades (Symbols)	Representation
S/U	Satisfactory/ Unsatisfactory
I	Incomplete
AW	Administrative Withdraw
W	Withdraw
WP	Withdraw Pass
WF	Withdrawal Fail
TR	Transfer
IP	In Progress
CC	Continual Course
P/F	Pass/Fail

**Cumulative Average Required for Degrees:** Cumulative GPA should not fall below a B average.

**Noncredit grades:** The following grades are approved for use in the cases indicated but will not be included in the calculation of the grade point average (see also Table 2).

**S/U: Satisfactory or Unsatisfactory** - Graduate students in good standing may take courses on a Satisfactory/Unsatisfactory (S/U) basis with the consent of their Faculty Advisors. A Satisfactory grade indicates work of B-minus quality or better. Courses graded S/U are not included in the grade-point average. A course graded U may not be counted toward students' degree programs. Credit for courses taken on an S/U basis is limited to one-third of the total credit hours students have taken and passed.

**I: Incomplete** - Students who are doing satisfactory work but, for reasons beyond their control, are unable to meet the full requirements of the course may be assigned an incomplete grade (I). Unless otherwise specified by the respective school, the I will be changed to an F by the Academic Registry. The course instructor must submit the final grade no later than the last day of the following semester. If a student is assigned an I, the

instructor must notify the student in writing of the requirements for its removal and the deadline for completion, using an extension form. The student must sign the extension form. A copy of the form must be submitted to the SGS at the time the grade of I is recorded.

**AW: Administrative Withdrawal** - Course and/or semester withdrawal for documented medical or judicial reasons (i.e., suspension or dismissal).

**W: Withdrawal** - students may withdraw from a course without a GPA penalty during Weeks 2 through 6 of the Fall and Spring semesters. A student must obtain a Course Withdrawal Form. If approved, a final grade of W will be recorded on the transcript.

**WP: Withdrawal Pass** - students may withdraw from a course without a GPA penalty after Week 6 but before the last two weeks of the fall and spring semesters. To do so, a student must obtain a Course Withdrawal Form. If approval is granted, the transcript will indicate that the student withdrew with a passing grade (WP).

**WF: Withdrawal Fail** - At the time of withdrawal, the student had a failing grade. A student must obtain a Course Withdrawal Form. If approval is granted, the transcript will indicate that the student withdrew with a failing grade (WF). Withdrawals are not accepted after the last day of classes for each semester.

**TR: Transfer Credit** - Approved transfer credit. Transfer credits accepted from other institutions count toward the total number of credits applicable to degree requirements. However, grades earned in these courses are not used in calculating the GPA (see the "Transfer of Credit" section for more information).

**IP: In Progress** - Current coursework, final grade pending or to be assigned.

**CC: Continued Course** - CC indicates a course that extends beyond the semester. The grade is not assigned until the course is completed. This symbol cannot be used in place of the grade I (Incomplete).

**P/F: Pass or Fail** - This grading option is assigned to a course that is based on a general assessment by a panel or a report. Examples include internships and comprehensive exams.

**Course Repeat** - While a grade of C is acceptable, no more than two C grades are permitted on a transcript. If a student earns more than two C grades, the course(s) must be repeated to improve the CGPA.

#### 4.3 Degree Classification

Determination of graduate degrees shall be based on the Cumulative Grade Point Average (CGPA) earned at the end of the program. The CGPA is calculated by dividing the total credit points (TCP) by the total number of units (TNU) for all courses taken in the semester. The CGPA shall be used to determine the degree class according to the following breakdown:

Table 3: Cumulative Grade Point and Class of Degree

Cumulative Grade Point Average (CGPA)	Class Of Degree
3.80-4.00	Distinction
3.50-3.79	Merit
3.00-3.49	Pass
Below 3.00	Fail

#### 4.4 Academic Standing

Graduate students may be classified as in good academic standing, on probation, or subject to dismissal. Students are generally in good academic standing if they:

- i. Are making adequate progress toward completing degree requirements.
- ii. Have a cumulative grade point average of at least 3.0.
- iii. Have not received warning letters from the Academic Registry/SGS or been placed on formal probation for academic or, in specific professional programs, clinical deficiencies.

#### **4.5 Warning Letters**

The school, through the Academic Registry, sends the student a warning letter and requests that the SGS place the student on formal probation. The School of Graduate Studies Council requires the Academic Registry to provide the following information to the student:

- i. The nature of the problem or deficiency.
- ii. The steps to correct the deficiency.
- iii. A reasonable period within which to correct the problem or to demonstrate acceptable improvement; and
- iv. An approximate date for the review of the student's records.

#### **4.6 Academic Probation**

- i. Students will be placed on academic probation by the Academic Registry at the end of any semester in which their cumulative GPA is below 3.0 or their transcript shows more than 2 Cs.
- ii. Students on probation have one semester to achieve a cumulative GPA of 3.0 or higher, repeat the course(s) with a C, and earn a grade higher than a C in one of the repeated courses. The expected grade for the repeated course must be a B- or higher.
- iii. Probation will be removed at the end of any semester in which the student achieves a cumulative GPA of 3.0.
- iv. Students may be dismissed if they fail to remedy their probation by the end of the second semester.
- v. Actions involving academic probation and dismissal are entered on the student's permanent record.
- vi. Students who leave American University of Nigeria in less than good standing and remain out of the University for no more than two semesters may submit a written request for reinstatement to the Academic Registry, which the School of Graduate Studies will review.
- vii. The request should outline the activities undertaken since leaving the American University of Nigeria that have contributed to the student's academic development.
- viii. Courses taken at another institution during this interim period are not transferable.
- ix. Students who have been out of the University for more than two semesters must submit a new application for admission to the Academic Registry.
- x. Dismissed students may also be considered for reinstatement after a one-year waiting period.
- xi. Students who require additional time to complete a degree must appeal for an extension through the dean of the school in which they are enrolled, copying the School of Graduate Studies.
- xii. The student must notify the dean of the school in writing of the need to extend enrollment for graduation and provide the reasons for the request. Notification will be delivered by hand and sent by email.
- xiii. Students on probationary status may register and enroll, but they may not hold academic appointments (i.e., teaching or research assistantships), receive graduate scholarships, or be awarded advanced degrees.
- xiv. The Graduate School Council is authorized to place a student on probation, remove probationary status, and, if necessary, dismiss a student from graduate standing, in accordance with the policies outlined above.
- xv. Some schools or departments may issue warning letters to inform students that they are not making satisfactory progress, either in addition to or in anticipation of formal probation.

#### **4.7 Dismissal**

There are generally two reasons a graduate student may be dismissed: disciplinary violations of the Code of Student Conduct and academic deficiencies. The Dean of Student Affairs determines disciplinary violations with the concurrence of the Vice President for Academic Affairs and Provost and, in some cases, the President. Dismissal for academic reasons is within the purview of the Deans of the respective schools and SGS.

#### **4.8 Academic Dismissal**

A student may be subject to academic dismissal for the following reasons:

- i. The student's academic deficiencies – as determined by failing to maintain the minimum grade point average – have not been corrected after a reasonable, established probationary period.
- ii. The student failed the comprehensive or qualifying exam.
- iii. The Academic Registry/School assesses that a student's academic progress, although sufficient for the award of a master's degree, was insufficient to merit advancement to the doctoral level.
- iv. The student failed to meet the clinical standards required in a professional program.

#### **4.9 When a Student is Dismissed**

After the Academic Registry and the school dean review the student's record, their recommendations are sent to the dean of the School of Graduate Studies (SGS). A letter notifying the student of the dismissal decision is then sent, and the Academic Registry prevents further registration. The student is ineligible to apply for readmission to the program from which he or she has been academically dismissed. However, the student may apply to a different academic program; that program reserves the right to review the student's academic records before making an admission decision.

#### **4.10 Graduate Student Appeal Procedure**

This appeal procedure is used by graduate students who have complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. For graduate students, this procedure may also be used to resolve disputes over joint authorship of research in accordance with the joint authorship policies of the schools' departments. Through the Graduate Appeal Procedure, graduate students have the right to appeal academic or administrative decisions that have resulted in termination or have interfered with their progress toward a degree if the decision is alleged to have been based on the following criteria:

- i. New evidence or clarifying information that was unavailable at the time of the initial decision; for example, updated exam results, medical diagnoses that explain past performance, or documentation of previously unverified claims or issues.
- ii. Procedural error or violation of official policy by academic or administrative personnel.
- iii. Judgments improperly based on nonacademic criteria, including, but not limited to, discrimination or harassment based on race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, or citizenship.
- iv. Special mitigating circumstances beyond the student's control that were not adequately considered in a decision affecting the student's academic progress.

#### **4.11 Continuous Enrollment Requirement**

All registered graduate students must be continuously enrolled in their program of study from matriculation through graduation. Enrollment in any part of the academic semester fulfills this requirement. After completing coursework, all graduate students are expected to be actively enrolled in the appropriate thesis maintenance course (D899 – Master's or D999 – Doctorate) until thesis or dissertation completion. Failure to maintain required active and continuous enrollment may result in the de-registration of the student.

#### **4.12 Review of Student Progress**

Schools, in coordination with SGS, are responsible for monitoring their students' progress toward graduate degrees. The Academic Registry/SGS will notify students of their probationary status, copying department chairs and deans.

#### **4.13 Doctoral Dissertation Progress Report**

Doctoral students registered for dissertation credits must meet basic progress expectations to continue dissertation work. Basic progress is demonstrated by the acceptable quality of ongoing work, as collectively approved by the candidate's dissertation committee members and signed by the committee members and the department chair each semester.

#### **4.14 Semester Deferral**

The student may drop all courses after registering and receive a grade of W or WF for the semester, subject to the following regulations:

- i. Apply to the department chair at least five weeks before the final exam period.
- ii. Receive approval from the dean of the relevant school and the dean of the School of Graduate Studies.
- iii. The semester should not be included in the additional opportunity period.
- iv. The semester counts toward the deferral period.
- v. The student shall be considered to have failed all courses he/she registered for in the deferred semester if he/she fails to comply with the deferral rules outlined above.

#### **4.15 Admission Deferral**

The school deans and the dean of the School of Graduate Studies may approve a deferral of a student's admission to a program for up to two semesters.

#### **4.16 Registration Deferral**

The dean of the School of Graduate Studies may approve a deferral of students' registration under the following conditions:

- i. The student must have completed at least one semester in the program or covered a substantial portion of the thesis.
- ii. The deferral period should not exceed four semesters (two years of study).
- iii. Requests for deferral should be submitted at least two weeks before the start of the semester.
- iv. The deferral period will not count toward the maximum time allowed to complete the degree.

#### **4.17 Withdrawal**

A student who voluntarily withdraws from a graduate program (PGD, Master's, or Ph.D.) will be treated as a new applicant if they wish to rejoin the University at a later date. All admission and program requirements in effect at the time of reapplication will apply.

Withdrawal from a graduate program becomes effective only when the following regulations are met:

- i. The student must submit a formal Application for Withdrawal through their school to SGS before the start of final examinations in the relevant semester.

- ii. The Dean of SGS shall review and approve the withdrawal request and notify the Academic Registry and other relevant administrative units (including Finance, Housing, Library, and Security Services) of the student's withdrawal.
- iii. Ph.D. candidates who have completed part of their research or dissertation work must also submit a formal statement of supervisory clearance, endorsed by their principal supervisor and the department chair, confirming the status of their research and the disposition of any University property, data, or research materials.
- iv. A student who has officially withdrawn and later seeks readmission must reapply through the regular admissions process and will be considered under the prevailing academic and program regulations in effect at the time of reapplication.

#### **4.18 Medical Withdrawal Policy**

When a student discontinues attending courses due to medical reasons, the student may be eligible for a prorated tuition refund. If a student is hospitalized due to an emergency (rendering him/her unable to withdraw from courses), the University Registry can process an approved retroactive Medical Withdrawal based on the last date the student attended class. For details of the process, refer to the Academic Registry.

#### **4.19 Study Interruption**

A student shall be considered to have discontinued their studies, and their academic record shall be closed in any of the following circumstances:

- i. The student was formally admitted to a graduate program but failed to register within the period specified by the University.
- ii. The student registered for courses but did not attend or participate in academic activities during the semester without officially notifying SGS and obtaining approval for a leave of absence.
- iii. The student failed to maintain continuous enrollment for up to two consecutive semesters, excluding approved leaves of absence.
- iv. For Ph.D. candidates, failure to maintain satisfactory contact with their supervisor or to submit required progress reports for two consecutive semesters shall also constitute discontinuation of their studies.

A student whose record has been closed under this policy and who wishes to resume studies must reapply for admission and will be considered under the prevailing regulations and program requirements in effect at the time of reapplication.

#### **4.20 Enrollment Termination**

A student's enrollment in a graduate program may be terminated by the Graduate Studies Council (GSC) for any of the following reasons:

- i. The student was formally admitted to a graduate program but failed to register during the regular registration period without prior approval from the School of Graduate Studies (SGS) for a deferral.
- ii. The student failed to complete the required supplementary or remedial courses within the period specified in the letter of admission or by the Departmental/School Board of Graduate Studies. The maximum period for completing such courses shall not exceed three semesters from the date of initial enrollment.
- iii. The student failed to maintain continuous enrollment for up to two consecutive semesters, excluding any officially approved leaves of absence.
- iv. For Ph.D. candidates, enrollment may also be terminated for unsatisfactory research progress or failure to meet milestones set by the Department or the School Board of Graduate Studies, as documented in progress evaluations or supervisor reports.

A student whose enrollment has been terminated under this policy must reapply for admission through the standard process and will be subject to the prevailing admission and program requirements at the time of reapplication.



#### **4.21 Study Resumption**

A student whose enrollment has been terminated may be allowed to resume studies in a graduate program if personal or exceptional circumstances that impeded their progress are officially excused by both the Department and the School Board, and upon the recommendation of the Graduate Studies Council (GSC).

The following conditions shall apply:

- i. If more than six semesters have passed since termination, the student shall be treated as a new applicant, regardless of the number of semesters completed in the program.
- ii. If the student returns within six semesters or fewer, they may be required to repeat specific previously completed courses. The department and the school board shall determine which courses to repeat, subject to approval by the Graduate Studies Council.
- iii. Courses previously completed and accepted upon reinstatement shall count toward the cumulative grade point average (CGPA) upon resumption of study. The period spent in the program before termination shall also count toward the maximum time limit for the degree.
- iv. Transfer students admitted from other accredited institutions shall have their previous coursework evaluated by the relevant School(s). Credit may be granted for approved courses, and such students shall receive academic guidance to register for the appropriate subsequent courses at AUN.
- v. Courses completed during an approved summer or intersession semester, with prior authorization from the GSC, will be credited toward the degree if the student maintains the minimum required GPA in each course.
- vi. It is the student's responsibility to be familiar with all registration policies, procedures, and deadlines to avoid errors or misunderstandings that could adversely affect their academic standing.
- vii. For registration dates and timelines each semester, students should consult the official AUN Academic Calendar.

## SECTION V: GENERAL REGULATIONS GOVERNING GRADUATE DEGREE PROGRAMS

### 5.1 Academic Degrees

Upon the recommendations of departments and school graduate boards, with the endorsement of the Graduate School Council and approval by the Senate, the University Governing Council grants the following degrees:

- Postgraduate Diplomas (PGD): Targeted specialized certifications for professional or academic transition.
- Master's Degrees: Master of Arts (M.A.), Master of Science (M.Sc.), Master of Business Administration (MBA), Master of Engineering (M.Eng.), Master of Information and Computer Systems (MICS), Master of Telecommunication and Wireless Technology (MTWT), and Master of Telecommunication and Wireless Technology (MTWT).
- Master of Philosophy (M.Phil.): An advanced research degree for candidates with high potential for doctoral-level inquiry.
- Doctor of Philosophy (Ph.D.): The highest academic distinction awarded for original research and a contribution to a field of study.

Summary Table of Graduate Program Requirements

Requirement	Postgraduate Diploma (PGD)	Master's Degree (M.A./M.Sc./MBA/M.Eng./MICS/MTWT)	Master of Philosophy (M.Phil.)	Doctor of Philosophy (Ph.D.)
Minimum Duration	1 Year	18 Months	12 Months	3 Years
Coursework	Refer to Section 5.4	Minimum of 30 Credit Hours	As stipulated in the respective school catalog	Per DAC guidance
Supervisors	Assigned by GSB	1 Supervisor	As stipulated in the respective school catalog	2 (Main and Co-Supervisor)
Publications	Optional	1 Peer-reviewed article	1 Peer-reviewed article	2 Peer-reviewed articles
Final Project	PGD Project/Report	Thesis or Professional Design Project/Capstone	1 Peer-reviewed article	Dissertation and Oral Defense
Comprehensive Exam	None	None	None	Required (Written/Oral)

### 5.2 School of Graduate Studies Program Duration

To ensure timely completion and academic rigor, the following residency and duration requirements apply:

- Postgraduate Diploma Program (PGD): A minimum of 1 year (2 semesters) and a maximum of 3 years (6 semesters).
- Master's Degree Program: A minimum of 18 months (3 semesters) and a maximum of 6 semesters.
- Master of Philosophy (M.Phil.): A minimum of 12 months (2 semesters) and a maximum of 24 months (4 semesters).
- Doctor of Philosophy (Ph.D.) Program: A minimum of 3 years (6 semesters) and a maximum of 6 years (12 semesters).

### **5.3 Mode of Delivery**

Graduate programs may be offered in full-time or part-time formats, on campus or online, or in hybrid formats, and may include industrial attachments in professional fields. The specific delivery format is determined by the Department and School Graduate Board, subject to Senate approval. All modes must adhere to the National Universities Commission (NUC) quality assurance standards to ensure equivalent learning outcomes.

### **5.4 Postgraduate Diploma (PGD)**

The PGD is awarded upon the successful completion of a structured academic or professional program.

- i. Purpose and Scope: It is designed to provide foundational knowledge or bridge academic gaps for students with a third-class degree, those who hold an HND, individuals wishing to change disciplines, or those requiring professional development.
- ii. Objectives: These include upgrading academic standing for master's eligibility (including transitioning into technical tracks such as MICS or MTWT), providing theoretical and practical knowledge, and preparing candidates for advanced research-based study.
- iii. Completion Requirements: Candidates must fulfill all coursework and submit a PGD Project or Report as specified by their department.

### **5.5 General Graduate Program Requirements and Structures**

This section establishes the foundational academic frameworks and procedural standards governing graduate-level study at AUN.

#### **5.5.1 Master's, Doctoral, and Specialized Program Frameworks**

- i. Master's students must successfully complete a minimum of 30 credit hours of coursework in addition to a six-credit thesis, adhering to NUC guidelines and institutional standards.
- ii. Doctoral programs require a minimum of three academic sessions, with advanced coursework and independent research.
- iii. The academic year is structured into two 15-week semesters (Fall/Spring) and an optional six-to-eight-week summer session for accelerated study or remedial requirements.
- iv. Professional Master's Deliverables: Professional degree programs, such as the MICS and MTWT, may adopt a Professional Design Project in place of a traditional research thesis. The credit weighting, project scope, and examination protocols for these professional deliverables are governed by the approved curricula of the respective departments.
- v. Scope and Assessment: This project must demonstrate advanced technical proficiency by designing, implementing, or optimizing a system or framework relevant to the student's field of study.
- vi. Examination: The project is subject to an oral defense led by a panel that may include an Industry Examiner to verify the work's practical viability and technical rigor.

#### **5.5.2 Transfer of Graduate Credits**

- i. Students may request a transfer of up to six (6) graduate-level credit hours completed at another accredited institution.
- ii. Eligibility for transfer is contingent upon the course being equivalent in scope and rigor to AUN offerings, and the student having earned a minimum grade of "B" (3.0 on a 4.0 scale).
- iii. The Department Chair and the Dean of the School of Graduate Studies must approve transfer credits.

#### **5.5.3 General Supervision and Advisor Policy**

- i. Graduate students are required to work under the supervision of one or more faculty members who provide academic mentorship.
- ii. Master's and PGD students are assigned supervisors by the Graduate School Board (GSB) based on specialization to ensure even distribution.
- iii. Ph.D. students must identify potential supervisors whose academic research expertise aligns with their dissertation goals.

- iv. The Main Supervisor for any program must be a member of the department or school offering the program.
- v. Change of Supervisor: A request for a change in supervisory arrangement may be initiated by the student or the faculty member. Such requests must be submitted in writing with a clear justification to the Graduate School Board (GSB) for review and recommendation to the SGS Dean.
- vi. Supervisory Load: To ensure the quality of mentorship, faculty members shall adhere to university-defined limits on the number of active research students they may supervise concurrently. Specifically, faculty members are limited to a maximum of five (5) Ph.D. candidates, which may be increased to seven (7) only upon specific Council approval.

#### **5.5.4 Coursework Completion and Research Progress**

- i. Students must complete all required courses for the degree by the last day of the semester of expected conferral.
- ii. For doctoral students, continuing dissertation work is contingent upon meeting basic progress expectations, approved and signed by the dissertation committee and department chair each semester.
- iii. Registration for subsequent semesters is prohibited once degree requirements are met, unless a new degree goal is approved.

#### **5.5.5 Paper/Article Publication Requirements (Pre-Defense)**

- i. Master's candidates are expected to publish at least one first-author peer-reviewed research publication or conference paper before the final thesis defense.
- ii. Doctoral candidates are expected to have at least two such publications or conference papers before the final dissertation defense.
- iii. [Define the pre-defense publication requirements for PGD and M.Phil. candidates.]

#### **5.5.6 Appointment of Examiners**

- i. For all research-based degrees, the School Graduate Board shall recommend a panel of examiners to the School of Graduate Studies (SGS).
- ii. The panel consists of the Supervisor(s), Internal Examiner(s), and the External Examiner.
- iii. The examiner is typically a senior academic in the professorial cadre and a recognized expert in the field from outside the university, to ensure the defense's objectivity and adherence to international standards, and must attend the final defense in person or virtually.
- iv. Professional/Industry Examiners: For Professional Design Projects or Capstone (e.g., MICS and MTWT), the panel may include a qualified industry practitioner or professional expert to evaluate the project's technical viability and practical application.
- v. The Dean of SGS provides final approval and issues formal invitations to the examiners.

#### **5.5.7 Procedure for Thesis or Dissertation Defense**

- i. Candidates must complete all approved coursework and the required research under the guidance of their supervisor(s) in accordance with the institution's graduate regulations.
- ii. Before formal submission, the thesis or dissertation must pass a plagiarism test using university-approved software (e.g., Turnitin), with a similarity index typically at or below 20%.
- iii. The final draft must be vetted and approved by the supervisor(s) and the Graduate School Board (GSB), who then forward a recommendation to the School of Graduate Studies (SGS) confirming that the candidate is ready to defend.
- iv. Formal submission to the SGS must include three to six hard copies and an electronic PDF, along with the following documentation:
  - A completed thesis/dissertation submission form.
  - An official plagiarism report.
  - Evidence of fee payment and completion of all required coursework and seminar presentations.

#### **5.5.8 Conduct of Final Oral Defense**

- i. The defense includes an oral presentation summarizing the research problem, methodology, findings, and contributions to knowledge.
- ii. Presentations last 20–30 minutes for Master's candidates and 40–60 minutes for Ph.D. candidates.

- iii. The defense is a multi-stage process. The initial presentation summarizing the research is typically a Public Seminar, open to the university community. However, the subsequent panel examination and final deliberation on the candidate's performance are closed sessions restricted to authorized examiners. Before the Public Seminar is scheduled, the School Graduate Board must formally verify that the candidate has successfully presented all required departmental seminars as evidence of research maturity.
- iv. The external examiner leads the questioning and academic discussion.

#### **5.5.9 Defense Outcomes**

The panel may decide on outcomes, including: Pass without correction; Pass with minor corrections (1–4 weeks); Pass with major corrections (2–6 months); Re-defense; or Fail.

- i. Pass without corrections: The candidate has successfully defended the research, and the manuscript is accepted in its current form as meeting all institutional degree requirements.
- ii. Minor Corrections: These involve typographical or formatting edits that do not alter the research findings; they must be certified by the Main Supervisor.
- iii. Major Corrections: These involve substantive revisions to the methodology or analysis and require re-verification by the Internal Examiner(s).
- iv. Re-defense: If the panel identifies significant flaws, the candidate may be required to revise and re-defend the work after a specified period, typically within 6–12 months.
- v. Fail: A failing result indicates that the research does not meet the degree standards and may result in termination of the student's candidacy.

#### **5.5.10 Post-Defense Corrections and Final Submission**

- i. Upon successful completion of the oral defense, candidates are required to implement all corrections mandated by the examining panel.
- ii. The corrected manuscript must be vetted and certified by the Main Supervisor and, where applicable, the Internal Examiner.
- iii. Final Filing: Candidates must submit the finalized, bound copies and the digital PDF to the SGS to initiate the graduation clearance process and to confer the diploma.
- iv. Certification of Corrections: Following the defense, the Main Supervisor or Internal Examiner must issue a signed "Certification of Correction" form to the SGS. This form serves as the official clearance indicating that all panel-mandated revisions have been satisfactorily incorporated into the final manuscript.

### **5.6 Committee Roles, Supervision, and Doctoral Exams**

The following provides specialized guidance on advisory committees and milestones specific to the doctoral track.

#### **5.6.1 The Doctoral Advisory Committee (DAC): Formation and Roles**

- i. Consists of a full-time AUN faculty member (Main Supervisor) and a Co-Supervisor.
- ii. The Main Supervisor must hold a Ph.D. and be at the rank of Assistant Professor or higher.
- iii. The DAC advises on the research proposal, provides theoretical guidance, and oversees execution through the final defense.

#### **5.6.2 Doctoral Supervision Standards and Faculty Responsibilities**

- i. Ph.D. candidates have a Main Supervisor and a Co-Supervisor.
- ii. The Main Supervisor must be a full- or associate professor in the relevant department.
- iii. Faculty may supervise a maximum of five Ph.D. candidates or up to seven with specific Council approval.

#### **5.6.3 Doctoral Comprehensive Examination**

- i. Assesses field knowledge and the proposed research area after coursework.
- ii. Must be taken during the semester immediately following completion of coursework.
- iii. Includes a written component and an optional oral component; graded pass/fail.
- iv. Examination Structure: The written component must demonstrate mastery of the core discipline, and the oral component (if required) assesses the student's ability to defend theoretical positions.
- i. Retake Policy: A student who fails the comprehensive examination is permitted one retake, which must occur within one calendar year of the initial attempt. A second failure results in the automatic dismissal of the student from the doctoral program.

#### **5.6.4 Oral Defense of the Dissertation Proposal (Candidacy)**

After passing the comprehensive exam, students must defend their proposal before the School Graduate Board to proceed to the research stage.

#### **5.6.5 Time in Candidacy and Research Progress**

- i. Full-time study: Minimum of six semesters (3 years) and maximum of 12 semesters (6 years).

#### **5.6.6 Appointment and Role of the External Examiner**

- i. Evaluates the final dissertation and leads the questioning during the final oral defense.
- ii. The School of Graduate Studies is responsible for the final examination.

#### **5.6.7 The Dissertation Defense Committee Structure**

- i. Panel includes: external examiner, the School's Graduate Board, internal examiners, and supervisor(s).
- ii. Questioning is limited to the external examiner(s), while other faculty may offer comments and observations.

#### **5.6.8 Eligibility for Transcript (Exit Protocol)**

- i. If doctoral coursework and comprehensive exams are completed but the dissertation is not, students are eligible for a transcript reflecting the credits earned. Although a transcript is issued reflecting all doctoral-level credits earned, students who exit the program without completing the dissertation do not receive a degree.
- ii. In specific cases where doctoral coursework and research requirements align with the M.Phil. framework, the Senate may consider a recommendation to award a terminal Master's or M.Phil. degree.
- iii. Criteria for Degree Recommendation: The recommendation for a terminal Master's or M.Phil. for exiting doctoral students is not automatic. It requires a comprehensive audit by the GSB to confirm that the student's completed coursework and research meet the specific learning outcomes and credit requirements of the lower degree.

## **SECTION VI: OTHER POLICIES ON THESIS AND DISSERTATION SUBMISSIONS**

### **6.1 Nullification of an Oral Examination**

The Graduate School Council shall declare an oral examination or defense null and void for any of the following reasons: (i) the examination panel was improperly constituted; or (ii) the external examiner(s) were not duly appointed by the Graduate Council. If an oral examination is nullified, the Graduate School shall notify the Graduate School Council and the student of the decision.

### **6.2 Preparation and Deposition of Completed Thesis and Dissertation**

For each completed thesis or dissertation, five signed hard copies shall be deposited with the School of Graduate Studies. The dean of the School of Graduate Studies shall sign these five copies as soon as the Graduate School Council approves the examination results. Subsequently, the copies should be distributed to the University Library, the School of Graduate Studies, the Departmental Library, and the student.

Dissertation Specifics:

Recommended number of words: 60,000-80,000

- Recommended number of chapters: five to seven, as applicable to the discipline and approved by the respective GSB.

### **6.3 Colors for Thesis and Dissertation Covers**

Final approved copies of the research project must be hard-bound in the following colors, or as specifically determined by the respective school:

- Postgraduate Diploma (PGD): Navy Blue
- Master's Degree: Navy Blue with a yellow stripe
- Doctoral Degree (Ph.D.): Black

### **6.4 Effective Date of Award**

The effective date of the award of a diploma or degree to a successful candidate shall be the date the Graduate School Council and the AUN Senate approve the result.

### **6.5 Issuance of Certificate**

No candidate shall be notified of his or her final result until the School of Graduate Studies, upon confirmation from the Bursary and the Academic Registry, certifies that all fees are paid in full.

### **6.6 Use of Human and Animal Subjects**

Students who plan research or development activities involving human or animal subjects must also have their work reviewed and approved by the AUN Institutional Review Board (IRB) before beginning their research. Protocols involving human subjects must be submitted to the School of Graduate Studies. The School of Graduate Studies will not accept theses or dissertations that include human or animal subject materials obtained or produced without IRB authorization.

### **6.7 Withholding a Thesis or Dissertation**

In extraordinary circumstances, a student may request that a manuscript be withheld from publication. Such instances may involve the disclosure of patentable rights prior to a patent grant, disclosures detrimental to the author's rights, or the revelation of sensitive information concerning persons or institutions before such disclosure is permissible under professional ethical standards. Upon receipt of a supportive explanatory letter from the thesis or dissertation examination committee chair, the Dean of the School of Graduate Studies may permit the manuscript to be withheld from public access for a specified and limited period.

### **6.8 Copyright**

The University does not provide a copyright service. Students may independently register their work for copyright protection.

### **6.9 Time Limits on Use of Courses for Degrees**

Sometimes students return to the University after an absence and request to use courses they completed previously. A time limit of four years has been established for the use of these courses.

### **6.10 Financial Support**

The Graduate Students Grants Program is available for master's and doctoral students through various federal agencies, such as the TETFund.



### Graduate Programs at the American University of Nigeria

Programs currently offered through the School of Graduate Studies. This page will be updated as new graduate programs are approved.

S/No	Major/Program	Degree	Date of Commencement	Accreditation Status
<b>School of Arts and Sciences</b>				
1.	English Language and Literature	M.A. - Master of Arts	3 March 2022	Full
2.	Communication for Social and Behavioral Change	M.Sc. - Master of Science	3 March 2022	Full
3.	Communications and Multimedia Design	M.Sc. - Master of Science	3 March 2022	Full
4.	Communications and Multimedia Design	Ph.D. -Doctor of Philosophy	3 March 2022	Full
5.	Petroleum Chemistry	M.Sc. - Master of Science	3 March 2022	Full
6.	Petroleum Chemistry	Ph.D. -Doctor of Philosophy	3 March 2022	Full
<b>School of Business and Entrepreneurship</b>				
7.	Business Administration (Hybrid Mode)	M.Sc. - Master of Science	3 March 2022	Full
8.	Business Administration	MBA - Master of Business Administration	28 June 2012	Full
9.	Post Graduate Diploma in Management	PGD - Post Graduate Diploma in Management	28 June 2012	Full
10.	Business Administration	Ph.D. - Doctor of Philosophy	28 June 2012	Full
11.	Business Administration	M.Phil. – Master of Philosophy	28 August 2025	Full
<b>School of Information Technology and Computing</b>				
12.	Computer Science	M.Sc. - Master of Science	26 March 2015	Full
13.	Data Science and Analytics	M.Sc. - Master of Science	11 May 2022	Full
14.	Information and Communication Science (Professional Master's)	MICS - Master of Information and Communication Science	28 Jun2 2012	Full
15.	Information Systems	M.Sc. - Master of Science	25 March 2015	Full
16.				
17.	Computer Science	Ph.D. - Doctor of Philosophy	25 March 2015	Full
18.	Information Systems	Ph.D. - Doctor of Philosophy	25 March 2015	Full
<b>School of Engineering</b>				
19.	Chemical Engineering	PGD - Post Graduate Diploma	17 July 2025	Full
20.	Chemical Engineering	M.Eng. - Master of Engineering	17 July 2025	Full
21.	Chemical Engineering	Ph.D. - Doctor of Philosophy	17 July 2025	Full
22.	Electrical and Electronics Engineering	PGD - Post Graduate Diploma	17 July 2025	Full

23.	Electrical and Electronics Engineering	M.Eng. - Master of Engineering	17 July 2025	Full
24.	Electrical and Electronics Engineering	Ph.D. - Doctor of Philosophy	17 July 2025	Full
25.	Electrical Engineering	PGD - Post Graduate Diploma	17 July 2025	Full
26.	Electrical Engineering	M.Eng. - Master of Engineering	17 July 2025	Full
27.	Electrical Engineering	Ph.D. - Doctor of Philosophy	17 July 2025	Full
28.	Computer Engineering	PGD - Post Graduate Diploma	17 July 2025	Full
29.	Computer Engineering	M.Eng.- Master of Engineering	17 July 2025	Full
30.	Computer Engineering	Ph.D. - Doctor of Philosophy	17 July 2025	Full
31.	Telecommunications Engineering	PGD - Post Graduate Diploma	17 July 2025	Full
32.	Telecommunication and Wireless Technologies (Professional Master's)	MTWT - Master of Telecommunication and Wireless Technology	28 June 2012	Full

## GLOSSARY OF TERMS

**Academic Standing:** Students are in good academic standing if they make adequate progress toward degree requirements, maintain a cumulative GPA of at least 3.0, and do not have an excessive number of "Incomplete" grades.

**Appointments (Graduate):** Academic titles assigned to graduate students, specifically Graduate Student Teaching Assistant (TA) and Graduate Student Research Assistant (RA).

**Candidacy:** The stage in a doctoral program reached after a student passes the comprehensive examination and successfully defends their dissertation proposal.

**Comprehensive Examination:** A mandatory examination for doctoral students, typically taken after coursework, to assess breadth of knowledge in the field and the proposed research area.

**Doctor of Philosophy (Ph.D.):** The highest degree awarded for a course of study spanning a minimum of six semesters and a maximum of twelve semesters.

**Doctoral Advisory Committee (DAC):** A committee consisting of a Main Supervisor and a Co-Supervisor that provides theoretical and methodological guidance to a Ph.D. candidate.

**External Examiner:** A senior academic from another university, identified as an expert in the field, appointed to evaluate a thesis or dissertation and lead the questioning during the final oral defense.

**Faculty Advisor:** A faculty member appointed by the Dean of the School of Graduate Studies to provide guidance to entering and continuing students regarding degree steps.

**Filing a Project, Thesis, or Dissertation:** The administrative process of submitting the final, approved version of the research work to the School of Graduate Studies for graduation processing.

**Full-Time Students:** Graduate students registered for the required minimum number of credit hours per semester as defined by the University for a standard academic load.

**Graduate School Board (GSB):** The school-level body responsible for overseeing academic activities, including the assignment of supervisors for PGD and Master's students.

**Graduate Studies Council (GSC):** The university-wide body responsible for safeguarding the quality of graduate education and conducting periodic reviews of all graduate programs.

**Main Supervisor:** The primary mentor for a graduate student; for Ph.D. candidates, this must be a full-time faculty member at the professor or associate professor level in the student's department.

**Master of Information and Computer Information Systems (MICS):** A professional master's degree designed to provide advanced expertise in information systems management, cybersecurity, and software architecture.

**Master of Philosophy (M.Phil.):** An advanced research degree with a duration of 12 to 24 months.

**Master of Telecommunication and Wireless Technology (MTWT):** A professional master's degree focusing on advanced communication systems, network architecture, and wireless protocols.

**Master's Advisory Committee:** A committee of faculty members appointed to oversee and advise a Master's student's thesis and academic progress.

**Part-Time Students:** Students who are registered for fewer credit hours than the full-time requirement, typically balancing academic study with professional commitments.

**Postgraduate Diploma (PGD):** A qualification awarded upon completion of a structured academic or professional program, often serving as a bridge for students to enter Master's programs.

**Probation:** A status for students whose performance is less than satisfactory (GPA below 3.0), providing a period to correct deficiencies.

**Professional Design Project:** A final capstone deliverable for professional master's tracks (e.g., MICS, MTWT) that applies technical knowledge to solve complex industry-specific problems.

**Public Seminar:** A presentation of research findings open to the university community, often required before the final defense.

**Qualifying Examination:** An oral examination used to judge a student's ability to think critically about theoretical and practical aspects of their major. It is often synonymous with or part of the comprehensive exam process.

**Thesis:** A report on the results of an original investigation required for Master's degree candidates.

Adewale James, Ph.D.  
Dean, School of Graduate Studies