



The American University of Paris

Academic Handbook

General Information,
Policies & Procedures

Effective September 2024

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General Information

Mission Statement

Chartered as a liberal arts college in 1962, The American University of Paris is today an urban, independent, international university located at the confluence of France, Europe, and the world. We aim to provide the finest American undergraduate and graduate programs to students from all national, linguistic, and educational backgrounds, and to take our place as a renowned global center for innovative interdisciplinary research.

To that end our curriculum is discipline-based, comparative and cross-cultural. Both student-learning and faculty research are driven by a desire for excellence, are shaped by our singular geography and demographic diversity, and are directed towards critical twenty-first century issues. AUP offers an innovative pedagogical model, integrating classroom learning and hands-on experience, which prepares students to master and to make, to reflect and to apply, to analyze and to act.

Our mission is to educate our graduates to communicate well in a world of many languages, to think critically about history, culture, the arts, science, politics, business, communication, and society, to develop creative interdisciplinary approaches to important contemporary challenges, to be both technologically and culturally literate in a world of swift-paced change, to understand the ethical imperatives of living in such a world, and to take their places as responsible actors in communities, civil societies, and countries around the globe.

Accreditation

The American University of Paris is accredited in the United States by The Commission on Higher Education of the Middle States Association of Colleges and Schools.* The American University of Paris is a non-profit educational institution incorporated in the State of Delaware and licensed by the State Board of Education as a Delaware institution of higher education, and is registered in the United States as a 501(c)(3) not-for-profit organization. The University confers Bachelor of Arts, Bachelor of Science, Master of Arts, and Master of Science degrees accredited by the Middle States Association of Colleges and Schools. The institution is authorized to offer Bachelor's and Master's degrees through the State of Delaware.

The American University of Paris is declared to the *Rectorat de Paris* as an *Établissement d'Enseignement Supérieur Privé*. The Rectorat de Paris has also acknowledged that the undergraduate majors and Master's programs taught at The American University of Paris are of higher education level ("*les formations dispensées par l'établissement American University of Paris sont reconnues de niveau d'enseignement supérieur*"), which allows our students to be registered in the French "student" social security system. AUP degrees are also recognized by the Ministries of Higher Education in Saudi Arabia, Norway, and Turkey.

French certification, registered with the RNCP (*Répertoire National des Certifications Professionnelles* – French National Directory of Professional Certification) as per the 08/12/2017 decree, published in the Official Journal of 21/12/2017. This decree was renewed 24/02/2022 and published in the Official Journal of 25/02/2022.

**The Commission on Higher Education of the Middle States Association of Colleges and Schools*
3624 Market Street, Philadelphia, PA 19104-2680
Tel: (267) 284-5000 <http://www.msche.org/>

University Facilities

University Facilities

The American University of Paris occupies an urban campus in one of the city's most prestigious and picturesque neighborhoods, the 7th arrondissement. Situated between the Eiffel tower and the banks of the Seine River, the campus consists of seven sites located a few minutes' walk from each other and fully integrated into the neighborhood. At the heart of the campus, the largest facility is the Student Life and Learning Commons, bringing together academic support services, the Library, and research centers, alongside the Amex café, student organizations and non-academic services, event spaces and learning facilities. This and four other buildings offer 32 classrooms, all of which have multimedia and videoconferencing capability. The final building houses the university administration and related services. Most of the campus has been renovated in recent years.

During regular sessions (Fall and Spring semesters) the Student Life and Learning Commons is generally open from 9am to 10pm on weekdays, 10am to 6pm on Saturdays and 1pm to 6pm on Sundays. At the end of each semester, the Learning Commons Quai has extended opening hours to allow students to better prepare for term papers and final exams. During Summer sessions, the campus is accessible from 9am to 6 pm on weekdays. Please note that opening hours vary from building to building.

The University Bookstore is located in the Passage Landrieu building. Every semester, the Bookstore analyzes book lists submitted by faculty and works with its suppliers to obtain those materials – which are often difficult to find in Paris – and make them available for students to purchase on campus. The Bookstore offers the convenience of being able to obtain approved reading list items in one place, with a reasonable pricing model that remains as close as possible to those of online stores. The Bookstore will also sell AUP merchandise starting in Fall 2024.

Library and Information Resources

The University Library, located in the Quai d'Orsay building, is one of the most active and vibrant academic services on campus. The rich collections of the University Library were composed to

support the curriculum at the graduate and undergraduate levels. They include more than 41,000 printed books, access to more than 745,000 academic e-books, more than 2,900 films, a selected collection of online encyclopedias, e-reference tools and databases providing access to more than 48,000 full text journals, and a great collection of classical music and opera CDs. A team of professional librarians participate actively in the various information literacy programs, provide person-to-person research help, and orient students and faculty in the world of specialized Paris libraries. The AUP Library will collaborate with students and faculty conducting research by referring them and facilitating access to other libraries. In other cases, materials on inter-library loan and document delivery may be requested for them. The AUP Library – reserved for the use of AUP students, faculty, alumni and staff – is open Monday through Saturday when classes are in session. The Navigation Desk is closed on Sundays- but the building is open. For further details please consult the building opening hours and the library web page (Hours section).

IT Services

The American University of Paris (AUP) provides information technology resources to faculty, staff and students for the purpose of furthering and assisting the academic goals of learning, teaching and research and for assisting in the administrative operations that support these goals. As members of the AUP community, all users have the responsibility to use computing and network resources in an effective, efficient, ethical and legal manner.

The AUP IT Services office is located in the Quai d'Orsay building. ITS manages over 40 servers running Linux and Windows and supports over 500+ computer workstations and printers in seven buildings. Extensive computer resources and support are extended to students, yielding a student-to-computer ratio of 7:1.

Student resources include:

- Computer labs including PCs and Macs,
- Group study spaces facilities, fully equipped for online collaboration,
- Free printing quotas,
- E-mail accounts and cloud storage space,
- Free full downloadable Microsoft suite,
- Internet and Wi-Fi access in all campus buildings,
- A variety of software, printers, scanners and video projectors.

All AUP classrooms are equipped with computers, video projectors or large TV panels, hybrid teaching equipment (microphone, camera) and Internet connections. The ITS Multimedia Office also provides professional multimedia products and services including photography, graphics, audiovisual services and others. All AUP buildings are fully equipped with wireless Internet access and students can use the wireless network from their own laptops as well as AUP-owned laptop computers. AUP strives to implement the latest in security and encryption standards, and students

wishing to connect to the AUP wireless network will need wireless devices that are compliant with AUP security and encryption standards.

Academic Resource Center and Writing Lab

AUP offers a variety of academic and technological support services to the community through the Academic Resource Center (ARC). Located on the 4th floor of the Quai d’Orsay building, ARC is host to a variety of resources for both students and faculty including helping integrate instructional technology/design with the curriculum, technology support for faculty and students, accommodations, accessibility training, the Blackboard help desk, as well as hosting the Writing Lab and ARC-LINK peer-tutoring program.

The ARC hosted peer-tutoring program makes the most of AUP's exceptional students who provide mentoring and academic support for fellow students. These services currently include the Writing Lab tutors (AUP's strongest student writers), the ARC-Link tutors (trained to assist with specific, challenging courses) and the Tech Tutors (who assist students with a wide variety of digital tools and applications). The ARC provides a comfortable and collaborative study space where students can come for help or just to have a welcoming space to work.

Both ARC and the Writing Lab host workshops and special events throughout the semester. Additional information may be found on the [AUP website](#). The ARC is the main point of contact for Academic Accommodations. The Accommodations Coordinator is located in the ARC and is the primary contact to receive requests for accommodation, approve services, and coordinate support for students with disabilities to create equitable access to the University’s educational programs. ARC is also responsible for faculty support in working with students with accommodations in the classroom. Our goal is to provide equitable access to AUP programs and services.

The Center for Academic Advising, Careers, and Experiential Learning (ACE)

The Center for Academic, Career, and Experiential Advising (ACE Center) is dedicated to serving and empowering students as they plan their academic and career pathways. It provides both students and their faculty advisors with information and resources to reflect on the options available for academic discovery and post-university preparation so that students can better focus and develop skills for their personal and professional goals.

Division of Student Development

The Division of Student Development provides non-academic support to all students at the university. The Division complements the academic mission of the institution and helps students have valuable learning experiences outside the classroom. The services provided include:

Orientation

A mandatory program held prior to the start of each semester and summer term. Orientation familiarizes new students with the university and with life in Paris. Academic advising, course registration adjustments, placement tests, a campus tour introducing new students to the academic and administrative units and policies as well as campus buildings, and housing assistance are some of the many activities that occur during orientation.

Housing

The Housing Office assists students in finding suitable housing accommodations, which can be independent rooms, dorms, or apartments, and assists students with their residential experience throughout the year. Incoming undergraduate students have access to our AUP Housing roster of residence halls – first-year students are required to seek AUP housing for their first year. Returning and graduate students have access to an AUP database listing independent rooms, studios, and apartments owned by landlords who have worked with our students in the past: the housing office serves as an intermediary throughout the students' search process and rental period. The Housing Office is open year-round to assist students with issues related to housing.

Health Office

The Health Office provides students with a comprehensive health care plan that guarantees excellent medical coverage at an affordable price, allowing students to balance good health with academics. While encouraging students to proactively take responsibility for their own wellbeing, the office assists students with medical appointments, the reimbursement process and medical emergencies. The office also ensures the students' immunization record meets AUP requirements.

Cultural Programs

The Cultural Program Office organizes all study trips related to university courses. The office also organizes a variety of daylong and weekend cultural excursions throughout France and Europe and facilitates access to the wealth of cultural events in Paris.

Student Activities

Activities vary from year to year according to the talents and interests of the student body. Leadership in student groups and control of the student activity budget are the responsibility of the Student Government Association made of the Undergraduate Student Council and the Graduate Student Council. More information regarding student activities can be found in the Student Development Office.

Sports

The university's Sports Program offers a variety of intramural activities as well as the opportunity to compete in university league tournaments for a limited number of sports. The program provides regular training sessions, organizes competitive and friendly matches, procures tickets to popular games in Paris, offers discounted memberships at local health clubs and ensures access to private sports facilities near campus. Sports Program activities balance body and mind to provide healthy alternatives that fit into the busy academic calendar.

Guidance Counseling

The AUP Counseling Program is designed to offer a wide variety of support and guidance to students on and off campus. The counseling services offered through the Student Development Department are free to all AUP students enrolled and address a variety of concerns related to mental health and academic performance.

On-campus meetings with a Student Guidance Counselor can be requested in a private and confidential setting. Guidance Counselors work with students on balancing their academics with their health and wellness, connecting them to the appropriate resources both on and off campus.

AUP works in partnership with off-campus therapists who provide weekly sessions to AUP students in the Fall and Spring semesters. The off-campus therapists have their private practices independent from AUP yet work in conjunction with the Student Development Office to promote and support student health and wellbeing.

Application Policies and Procedures – Undergraduate

Candidates for admission should have attended or be attending a high school recognized or accredited by their state, regional, or national educational certifying agency. The American University of Paris evaluates applicants based on the breadth of their program of study, their academic record, the results of national examinations, and the evaluation of teachers and counselors. The applicant's written statement of purpose, as well as evidence of his or her maturity, also weigh heavily in admission decisions. The Admissions Committee welcomes any other supporting material that reflects the applicant's special qualities and achievements. In the American system, all applicant qualifications are taken into consideration. All qualifications are considered, in combination with academic accomplishments.

All Personal Statements and Supplementary Essays must be submitted in English. All other documents must be certified and submitted in either English or French. Original documents in other languages should be accompanied by a certified translation into one of these two languages. Official transcripts from all schools previously attended must be submitted as part of the application process. For U.S. students this must include an official High School Diploma or the recognized equivalent of a High School Diploma. Failure to submit an official transcript or submission of incomplete or false information may be grounds for rejection of an application or subsequent disciplinary action, including dismissal from the University.

The University complies with the Statement of Students' Rights and Responsibilities in the College Admission Process of the National Association of College Admissions Counselors (NACAC). The Office of Admissions reviews all completed applications in a fair and open manner, according to the admissions requirements of the University. Decisions on admission are made without regard to the candidate's age, race, color, sex, religion, national origin, sexual orientation or disability.

Application materials and information are available on the University Web site. The American University of Paris offers applicants the option of using the Common Application or the University's own application. The Common Application Web site can be found at:
<http://www.commonapp.org>.

The University's application can be found at <https://www.aup.edu/admissions/application>.

If the information you seek is not available on the University Web site, please contact the Admissions Office:

The American University of Paris
Admissions Office
5 boulevard de la Tour Maubourg
75007 Paris, FRANCE
Tel. 33/(0)1 40 62 07 20
Email: admissions@aup.edu

For application deadlines, please see the University Website.

Language Proficiency Requirements

English

Since English is the language of instruction at AUP, all candidates for admission must demonstrate English proficiency at a level that will insure their ability to successfully complete university-level work. Therefore, all candidates must demonstrate sufficient English fluency. If English is not your first language, we require that you submit one of the following tests and that the results be no more than two years old.

- TOEFL – Internet Based Test (ibT) minimum score: 88.
- Cambridge English - First, Advanced, or Proficiency level, minimum score: 176.
- TOEIC - Listening and Reading, minimum score: 810.
- IELTS - Academic Option, minimum score 6.5.

The English language test requirement is waived if you meet one of the following criteria:

- You have been living in Australia, Canada, Ireland, New Zealand, South Africa, the United Kingdom or the United States where you have recently studied in an all-English curriculum for at least two consecutive years.
- You have studied for at least four years in an all-English curriculum in any other country, although we continue to reserve the right to request English test results from any applicant.
- You will complete or have completed the International Baccalaureate Diploma Programme or A Levels and will be able to submit your official IB Diploma before the start of the semester.
- The only program you are applying for is AUP's French Immersion summer program.

Students who encounter difficulties in meeting this requirement must contact the Admissions Office for instructions.

The University will use the results of these tests to make a preliminary English-level placement. Some candidates may be required to enroll in one or more courses in the English Program; such study may require one or more semesters to complete.

Appropriate scores in SAT or ACT English exams may replace the AUP English placement test and determine the appropriate academic writing level early. Final English-level placement will be determined in consultation with faculty from the Department of Comparative Literature and English (please view their section for more information).

French

Proficiency in French is not required for admission, however, before graduation, all degree candidates must achieve or demonstrate proficiency in French at an intermediate level.

Procedures for Admitted Students

Applicants who have been offered full-time admission to AUP will be requested to confirm their intention to attend the University. At the time of confirmation, they must submit a nonrefundable deposit, which will be credited towards their tuition.

Offers of acceptance assume that students will successfully complete any academic work in progress. Accepted first years are required to send a transcript (indicating final grades and graduation date) to the Admissions Office in order to complete their admissions file. Similarly, transfer students must also submit a final, official, university transcript. Only official transcripts are accepted for transfer and advanced standing credit. Transcripts and advanced standing certificates submitted after the first semester of study will not be considered for transfer credit. **Once processed, AUP will only return official transcripts/certificates to the student, if only one official version of said document exists.** Students may not be permitted to enroll in AUP classes before a final transcript from the previous institution has been submitted.

The Student Visa and the Residence Permit (Titre de Sejour Etudiant)

All NON-EU nationals intending to enroll at AUP must obtain a long-term student visa (VLS-TS – “Visa Long Séjour Valant Titre de Séjour”) to legally study in France **before leaving their country of origin.**

Long stay student visas are also issued to NON-EU students. “Visiting” students who plan to attend AUP one or two semesters.

Student visas can only be issued from the local French Consulate in the student’s country of residence. No student visa can be issued in France. The information about obtaining the correct visa is sent from the Office of Admissions to all accepted students. New students are invited to contact their AUP Admissions counselor should they have any questions about their visa application.

Once students arrive in France, they must meet with AUP's Office of Student Immigration Services (SIS), at which time students will be required to begin their residency application.

ALL entering students who need to apply for a residency permit in France are required to provide the following:

- A copy of their passport
- A copy of their student visa bearing the entrance stamp from the border
- A copy of their boarding pass (if no entrance stamp)
- A copy of their unabridged birth certificate (in English), mentioning both parents' names. (Note that the birth certificate is only required from the non-EU students who will be issued a long stay student visa.)
- Students under 18 (=Minors) are requested to have their birth certificate translated into French (by a sworn translator).
- The SIS Office helps all non-EU full-time students comply with these requirements.

Long-term Student Visas

Upon arrival, the student must contact SIS to do the validation of their student visa to legalize their stay in France under a student status. The appointment can be done through TEAMS or in person at SIS. Once the procedure is done, the student will be issued their residency certificate (= Confirmation de la validation de l'enregistrement de votre visa long séjour valant titre de séjour-Your VLS-TS long stay visa validation has been registered) renewal procedure if they may plan to extend their stay at AUP.

Short-term visas: are no longer issued. The long-stay student visa is issued in place of a short-stay visa.

Under 18- Minors

The students who were 18 by the time they applied to study at AUP/ who are 18 when they enter France/ AUP must contact SIS upon arrival. If they have been issued a long-stay student visa, they must do the validation procedure. On the other hand, if they hold a visa for Minors, the procedure is different, and they must contact SIS two months before they turn 18 to request some assistance.

IMPORTANT: It is illegal to enter France under a tourist visa (or with no visa at all) with the intention of studying in France. When registered at a school, students hold a “student” status, not a “tourist” status. Students who live in France without the proper documents are subject to deportation proceedings. This illegal situation can result in serious penalties by the French Authorities in France (Préfecture de Police) as well as the French Authorities abroad (French Consulates).

Questions or concerns about the “Titre de Sejour” procedure and its renewal (entering or returning students) should be sent by email to the Office of Student Immigration Services (sis@aup.edu).

Advanced Academic Standing

Advanced Standing will be granted in the following cases:

- Eight credits awarded for each Advanced Placement Test of the College Board passed with a grade of 4 or above, not to exceed 24 credits;
- Eleven credits awarded per subject for each GCE “A” Level examination in which an A, B or C was achieved, not to exceed 32 credits;
- Eight credits awarded for each HL score of 4 or above for International Baccalaureate Diploma results between 24 and 29;
- Eight credits awarded for each HL score of 4 or above for International Baccalaureate Certificate results.
- 32 credits awarded for any of the following:
 - Austrian Matura with a minimum overall grade of bestanden ("passed")
 - Bulgarian Diploma za Sredno Obrazovanie with a minimum average grade of 4
 - Danish Studentereksamen with a minimum average grade of 9
 - Dutch VWO (Voorbereidend Wetenschappelijk Onderwijs) with a minimum average of 6
 - Finnish Ylioppilastutkintotodistus /Studentexamensbetyg with a minimum average grade of magna cum laude approbatur (5)
 - French Baccaauréat
 - German Abitur with a minimum grade of 3
 - Italian Maturita with a minimum grade of 60/100
 - Lebanese Baccaauréat
 - Norwegian Vitnemål videregående opplæring with a minimum average grade of 4
 - Romanian Diploma de bacalaureat with a minimum average grade of 6
 - Swedish Fullständigt Slutbetyg från Gymnasieskolan with a minimum average grade of VG (15)
 - Swiss Matura with a minimum grade of 4 (depending on grading scale).

Advanced Academic Standing cannot exceed a maximum of 32 credits cumulatively, whether across one or multiple secondary school examinations. The University does not recognize any other secondary school examinations for advanced standing other than those listed above.

Initial Transfer of Academic Credit

AUP welcomes transfer students, and in order to facilitate their transition, processes transfer of credit according to the policy below. Transfer applicants are encouraged to work closely with the Admissions Office to determine transferable credits and approximate date of graduation. Once accepted, transfer students will be assigned to an appropriate academic advisor who will help the student make the best possible choices in assembling his or her schedule. The credits from all completed eligible courses for which a student has received a “C” or above will automatically transfer to AUP with the exception of credit stemming from the following coursework: graduate coursework, internships and professional experiences, repeated coursework, physical education, or religious courses that resemble catechism. AUP transfers credits from all regionally accredited American institutions, as well as from nationally recognized international institutions. Accepted modes of delivery include face-to-face and lecture-type coursework as well as online courses (distance learning). Students may transfer a maximum of 64 credits from all sources (i.e., advanced credit awards and transfer credits). Students are required to complete 50% of their upper-level major requirements at AUP. Students may apply up to 8 credits of transfer work to a minor. The last 16 credits of the degree must be completed in residence.

Transfer students must meet AUP’s Global Liberal Arts Curriculum (GLACC) requirements: Integrative Inquiry (CCI), Experiential Learning (CCX), Critical Inquiry and Expression (CCE, CCD, and CCR), Quantitative and Experimental Reasoning (CCM and CCS), Expression Française (CCF), and AUP Capstone (CCC). The Admissions Office will make every effort to inform transfer applicants of the transferability of their credits in advance, upon submission of the proper documents.

Experiential Learning (CCX), Disciplinary Research Methods and Writing (CCR)*, Digital Literacy and Communications (CCD)*, and AUP Capstone (CCC) cannot be transferred in (must be taken at AUP).

**Digital Literacy and Communications (CCD) and Disciplinary Research Methods and Writing (CCR) may be eligible for transfer credit, but only post-matriculation and only with relevant Department Chair’s approval.*

Advanced credit awards coming from sources such as AP exams, the French Bac, and International Bac, etc. (see above for full listing) will be eligible for fulfillment of some direct and topics course equivalencies, GLACC requirements and free electives (contingent upon qualifying score(s)).

Transfer course equivalencies will be determined for specific AUP GLACC requirements as follows.

Integrative Inquiry (CCI)

- The Integrative Inquiry requirement encourages students to engage with questions and acquire skills that enable them to communicate effectively and act responsibly in a world of diverse languages and cultures.
- Students can receive transfer credit for multiple CCI courses, but only three can count towards the CCI requirement.
- Survey courses in the humanities, social sciences, and creative arts courses typically can be transferred as CCI credit.

Critical Inquiry and Expression (CCE)

- CCE requires students to complete an English sequence from EN1010 through EN2020 Writing and Criticism.
- Post-secondary English courses may transfer in as a direct equivalency to AUP.

Quantitative Reasoning and Experimental Reasoning (CCM & CCS)

- Quantitative reasoning (Math) is essential to analyzing, understanding and solving both local and global problems in the 21st century. These courses enhance students' ability to analyze data. Students will develop a positive approach to mathematics; appreciate the use of mathematics in modeling the world; reason and communicate with quantitative information in words, numbers, graphs and charts; and develop strategies for solving problems.
- Transfer students who have not completed any university-level math course at a level higher than basic Algebra will be required to take a Quantitative Reasoning math placement test during Orientation. Students with strong basic quantitative math skills can "place out" of the university's math requirement. Algebra and Precalculus placement tests are available for students who are interested in upper-level math classes.
- Experimental reasoning (Science) is essential to analyzing, understanding and solving both local and global problems in the 21st century. These courses enhance students' ability to analyze data, to understand the scientific method and to differentiate between evidence and anecdote.
- Any university-level science course will be accepted in fulfillment of the GLACC science requirement. Advanced credit awards in science will also satisfy this requirement.

Expression Francaise (CCF)

- CCF requires students to complete a French sequence up to and including FR1200 French and Culture II.
- Foreign language courses, including French, are transferred in as elective courses and do not fulfill the CCF requirement.

- All students are required to take a French placement test (or have a verified French placement) before arriving at AUP to determine their French level.

Major Requirements

Transfer applicants are strongly encouraged to familiarize themselves with their chosen major's requirements, and to indicate the major on their application. This will allow the Office of the Registrar to award course equivalencies prior to student arrival on campus. Previously-completed courses that are equivalent to courses required in the chosen AUP major will be treated on a case-by-case basis. Students may be required to provide a course description or syllabus from the prior institution. Transfer applicants should pay attention to the need for demonstrating prerequisites for AUP upper-division courses. Transfer applicants wishing to discuss in advance the transferability of their major requirements, or the advisability of taking summer courses, should request a preliminary transfer credit equivalency review via their Admissions Counselor.

Transfer of Academic Credit after Matriculation at AUP

Once matriculated, AUP students may transfer in a maximum of 36 credits from recognized AUP study- abroad programs, a maximum of 18 credits from sources other than recognized AUP study- abroad programs, OR a total of 36 credits from recognized AUP study-abroad and other sources (with a maximum of 18 credits from other sources). In certain situations, such as the Self-Designed Major, the University reserves the right to make special accommodations. Study Abroad transcripts submitted after the first semester of return to AUP will not be considered for transfer credit.

AUP students may not transfer in more than 64 credits in total, because at least 64 credits must be earned in residence, including the last 16, and half of all upper- level courses in the major. Some departments may place additional restrictions on transfer credit.

Post-matriculation transfer of credits must be preapproved through an External Course Pre-Approval form. More information about this form can be found [here](#).

Readmission

Full and part-time students who have withdrawn from the University, or who have been absent for two or more semesters (excluding summer), and who left the University in good academic standing, must make a petition to the Registrar for readmission, via the Readmissions Request Form. This request will need to be considered by the Admissions Office. In certain cases, additional material may be requested.

Students who have been dismissed, and wish to appeal their dismissal, must write a petition letter to the Registrar **and must also appear before the Academic Standing Committee**. Academic Standing Committee appeal for readmission meetings are held on Teams. Students who appeal will be notified in advance of the date and time of their appeal meeting with the Committee.

Application Policies and Procedures – Graduate

Candidates for admission must have completed all requirements for a Bachelor's degree recognized or accredited by their state, regional, or national educational certifying agency. No student will be allowed to finish undergraduate credits concurrently with graduate courses. The American University of Paris evaluates applicants based on the breadth of their program of study, their academic record, the results of national examinations, and the evaluation of teachers and counselors. The applicant's written statement of purpose, as well as evidence of his or her maturity, also weigh heavily. The Admissions Committee welcomes any other supporting material that reflects the applicant's special qualities and achievements. In the American system, all applicant qualifications are taken into consideration, in combination with his or her academic accomplishments.

All Personal Statements, Thesis Proposals, Writing Samples and Supplementary Essays must be submitted in English. All other documents must be certified and submitted in either English or French. Original documents in other languages should be accompanied by a certified translation into one of these two languages. Official transcripts from all schools previously attended must be submitted as part of the application process. Transcripts and advanced standing certificates submitted after the first semester of study will not be considered for transfer credit. Submission of incomplete or false information may be grounds for rejection of an application or subsequent disciplinary action, including dismissal from the University.

The University complies with the Statement of Students' Rights and Responsibilities in the College Admission Process of the National Association of College Admissions Counselors (NACAC). The Office of Admissions reviews all completed applications in a fair and open manner, according to the admissions requirements of the University. Decisions on admission are made without regard to the candidate's age, race, color, sex, religion, national origin, sexual orientation or disability.

Further information and application materials may be obtained from the University website or from:

The American University of Paris
Admissions Office
5 boulevard de la Tour Maubourg
75007 Paris, France
Tel. 33 / (0)1 40 62 07 20
Email: admissions@aup.edu

For application deadlines, please see the University website:
<https://www.aup.edu/admissions/application>

Language Proficiency Requirements

English

Since English is the language of instruction at AUP, all candidates for admission must demonstrate English proficiency at a level that will insure their ability to successfully complete graduate-level work. Therefore, all candidates must demonstrate sufficient English fluency. If English is not your first language, we require that you submit one of the following tests and that the results be no more than two years old.

- TOEFL - Internet Based Test (ibT) minimum score: 101.
- Cambridge English - Advanced, or Proficiency level, minimum score: 185.
- TOEIC - Listening and Reading, minimum score 910.
- IELTS - Academic Option, minimum score 7.0.

The English language test requirement is waived if you meet one of the following criteria:

- You have been living in Australia, Canada, Ireland, New Zealand, South Africa, the United Kingdom or the United States where you have recently studied in an all-English curriculum for at least two consecutive years.
- You have studied for at least four years in an all-English curriculum in any other country, although we continue to reserve the right to request English test results from any applicant.

Students who encounter difficulties in meeting this requirement must contact the Admissions Office for instructions.

French

Proficiency in French is not required for admission to the graduate programs at AUP.

Procedures for Admitted Students

Applicants who have been offered full-time admission to AUP will be requested to confirm their intention to attend the University. At the time of confirmation, they must submit a non-refundable deposit, which will be credited towards their tuition.

Visa and Residence Permits

All non-EU nationals intending to enroll at AUP **must** obtain a long-term student visa (VLS-TS – “Visa Long Séjour valant Titre de Séjour”) to study in France **before leaving their country of origin.**

Student visas can only be issued from the local French Consulate in the student's country of residence. No student visa can be issued in France. The information about obtaining the correct visa is sent from the Office of Admissions to all accepted students.

Once students arrive in France, they must meet with AUP's Office of Student Immigration Services (SIS), at which time students will be required to complete the visa validation process to legalize their stay in France under a student status.

ALL entering students who need to apply for a residency permit in France are required to provide the following:

- A copy of their passport
- A copy of their student visa bearing the entrance stamp from the border
- A copy of their boarding pass (if no entrance stamp)
- A copy of their unabridged birth certificate (in English), mentioning both parents' names.

The NON-EU students who plan to stay in France more than one year, must bring a copy of their birth certificate and a translation into French- done by a professional translator.

The SIS Office helps all non-EU full-time students comply with these requirements.

Long-term Student Visas

Upon arrival, the student must contact SIS to do the validation of their student visa to legalize their stay in France under a student status. The appointment can be done through TEAMS or in person at SIS. Once the procedure is done, the student will be issued their residency permit (a certificate which equals to a residency permit- Titre de Sejour), and they will be given the necessary information about the residency renewal procedure if they may plan to extend their stay.

Under 18- Minors

The students who were 18 by the time they applied to study at AUP who are 18 when they enter France/ AUP must contact SIS upon arrival. If they have been issued a long-stay student visa, they will have to do the validation procedure. On the other hand, if they hold a visa for Minors, the procedure is different: they must contact SIS two months before they turn 18 to request some assistance.

IMPORTANT: It is illegal to enter France under a tourist visa (or with no visa at all) with the intention of studying in France. When registered at a school, students hold a "student" status, not a "tourist" status. Students who live in France without the proper documents are subject

to deportation proceedings. This illegal situation can result in serious penalties by the French Authorities in France (Préfecture de Police) as well as the French Authorities abroad (French Consulates).

Questions or concerns about the “Titre de Sejour” procedure and its renewal (entering or returning students) should be sent by email to the Office of Student Immigration Services (sis@aup.edu).

Transfer of Academic Credit

Although transfer credit at the graduate level is rare, graduate students may request to transfer up to twenty percent of the total credits required for the program, if appropriate, and if approved by the program director. Certain graduate programs at AUP do not accept any transfer credit; please contact the relevant graduate program director for further information.

Only graduate courses in which the student received a grade of B or better, and which have not been used toward another degree, will be considered for transfer.

Readmission

Students who have withdrawn from the University, or who have been absent for two or more semesters (excluding summer), and left the University in good academic standing, must make a petition to the Registrar for readmission via the Readmissions Request Form. This request will need to be considered by the Admissions Office. In certain cases, additional material may be requested.

Students who have been dismissed, and who are appealing the dismissal decision, must write a petition letter to the Registrar and also appear before the Academic Standing Committee. Readmission Appeal meetings with the Academic Standing Committee are held on Teams. Students who appeal will be notified in advance of the date and time for appearances.

Financial Assistance

The American University of Paris Office of Financial Aid is available to help students access a variety of funding programs to contribute towards University fees and living expenses. Eligibility for each program varies, and is based on a student's academic standing, level of financial need, and in the case of loans, the student's nationality.

Scholarships and Financial Aid for Undergraduate Students

The American University of Paris offers two types of financial aid to eligible undergraduate students: merit awards and need-based Tuition Awards. Merit awards are based on a student's profile; they are not based on financial need. AUP will automatically consider students for merit awards once they have been admitted to the University. The Financial Aid Department considers financial need in calculating Tuition Awards. Students must request and complete a financial aid application to be considered for a Tuition Award.

Merit Awards

The awards below are offered to incoming, degree-seeking undergraduate students. AUP will automatically consider students for these awards at the point of admission to the University. The awards will apply automatically every year as the student works towards their bachelor's degree, as long as they maintain a minimum cumulative GPA of 3.0.

- The Cross-Cultural Award is an award for €5,000 a year. This award is given to students who know how to communicate the benefit of their international experiences to their peers and colleagues. If you believe that living and learning across national borders has positively impacted your life, and if you want to help others find similar experiences, then you're the perfect candidate.
- The Global Explorer Award is an award for €7,000 a year. This award is given to students who are driven by the need to explore and engage with the world in new ways.
- The GPS Co-Curricular Scholarship is a scholarship for €5,000 a year. This scholarship is given to curious students who seek, through the GPS Program, to seize new opportunities and reflect on how these activities shape their present and future. Participation in the GPS Program is required.
- The French Community Scholarship is a scholarship for €10,000 a year. The American liberal arts model of higher education offers greater flexibility and more opportunities for exploration than traditional French universities. This scholarship is open to students who have completed the French Baccalaureate or have followed the French curriculum in France or abroad, but completing the French Baccalaureate does not automatically qualify an applicant for this award.

- The Experiential Learner Award is an award for €3,000 a year. At AUP, high academic performance isn't just about grades; it's about taking your learning beyond the classroom and applying your knowledge to your daily experiences. This award is given to students who enjoy learning in all aspects of their life, and whose academic interests fuel their extracurricular passions.
- The Cultural Program Award is an award for €1,000 a year (does not roll over) to fund Cultural Program study trips. AUP's Cultural Program has given students the opportunity to sharpen their intellectual curiosity through faculty-led study trips. This award is designed for students who demonstrate a strong desire for academic, cultural and personal exploration, but who need help financing study trips. This award is ineligible to fund cultural program excursions in the fall and spring semesters.
- The Alumni Scholarship is a scholarship for 10% of tuition each year. This scholarship is awarded to admitted degree-seeking students whose parent or grandparent graduated from The American University of Paris with either a bachelor's or master's diploma. There is no separate application required but information about the parent's or grandparent's link to AUP must be provided as part of the application. This scholarship is awarded at the time of your AUP application.

Need-Based Tuition Awards

In awarding Tuition awards, we consider students' and families' financial need. The average total Financial Aid package at AUP is about 33% of tuition and most do not go over 50% of tuition. You must request and complete a financial aid application to be considered for tuition awards. Incoming and returning students are eligible to apply and appeal their awards twice a year (in the summer and in December). Tuition Awards apply automatically every year as the student works towards their bachelor's degree, as long as they maintain a minimum cumulative GPA of 2.5. The amount of the award is pro-rated every semester to cover the same percentage of tuition.

- The 100% Tuition Scholarship is awarded every year to a very limited number of high-achieving incoming students in need of financial assistance. These awards recognize students with outstanding academic achievement, strong co-curricular engagement and a profile that suggests they will excel in AUP's diverse, international community. This scholarship is awarded at the time of your AUP application, but a separate AUP Financial Aid Application is required for consideration of this award. The 100% tuition award is renewed each year of full-time studies toward the bachelor's degree for students maintaining a minimum cumulative GPA of 3.0 along with involvement in the AUP community.
- AUP Scholar Awards recognize students with outstanding academics and a profile that suggests the potential to be a leader and excel in AUP's diverse, international community. AUP Scholars receive a total award package of 75% of tuition. Beyond excellent academics, students receiving this award will have a global perspective, interest and ability in language, significant extracurricular activities and community involvement, and demonstrated

financial need. Students who submit a financial aid application are automatically considered for this award. The 75% tuition award is renewed each year of full-time studies toward the bachelor's degree for students maintaining a minimum cumulative GPA of 3.0 along with involvement in the AUP community.

How to Apply for a Tuition Award

We ask you to fill out an online application and submit a number of supporting documents. New students can apply for a tuition award after having submitted their application for admissions. The application for a tuition award and any supporting documents will in no way affect the admissions decision. To apply, just follow these steps:

- Select “yes” when asked, in your admissions application, if you are interested in receiving scholarships and financial aid, or if you intend on applying for a tuition award.
- You’ll receive an email with a link to your Application Status Page as soon as your application for admissions has been submitted.
- Click on the Financial Aid button on your Application Status Page.
- Complete your online financial award application and submit the required supporting documents.
- American citizens and U.S. permanent residents must also file the FAFSA.
- Once the application is complete with all documents, and you’ve been accepted to AUP, we’ll review the application and send you the decision via email.

Financial Aid for Graduate Students

The primary source of financial aid for graduate students is a tuition award. This award is both merit and need-based and can cover up to 50 percent of tuition. To be considered for a tuition award, a financial aid application must be submitted. American citizens and permanent U.S. residents must also file the Free Application for Federal Student Aid (FAFSA), which can be found at <https://studentaid.gov/h/apply-for-aid/fafsa>. The U.S. Department of Education number for The American University of Paris is G07881.

Tuition Awards apply automatically every semester as long as the student maintains a minimum cumulative GPA of 3.0. The amount of the award will be pro-rated, based on registration, to cover the same amount of tuition.

Veterans' Educational Benefits

Eligible participants for the US Military Veterans' Educational Benefits program may receive support for their studies at AUP. A VA Certifying Official is available in the Student Accounting Services Office (sas@aup.edu). Veterans or current military dependents who qualify for the Post 9/11 GI Bill (Chapter 33) or the VA Survivors and Education Assistance Program (Chapter 35) and who can produce a Certificate of Eligibility no later than the first day of classes will receive an annual Veterans' Scholarship of €6000 (divided between Fall and Spring semesters). The Veterans' Scholarship may not be combined with any other scholarship or financial aid award. AUP has now been approved as an eligible school in the Yellow Ribbon Program. In combination with AUP's own Yellow Ribbon Scholarship, students may qualify for close to full tuition fee coverage.

Loans for U.S. Citizens and Permanent Residents

All citizens and permanent residents of the United States who are enrolled and are degree-seeking at the University are eligible to apply for Federal Direct Subsidized and Unsubsidized Direct loans, Federal Direct Parent PLUS loans for parents of undergraduate students, and Federal Direct Graduate PLUS loans for graduate students. Applicants must complete the Free Application for Federal Student Aid (FAFSA), which can be found at <https://studentaid.gov/h/apply-for-aid/fafsa>. The Federal School Code for The American University of Paris is G07881.

American students can also apply for the private Sallie Mae Smart Option Loan or Earnest loan. There is no need to complete the FAFSA for these loans, and you can apply directly on their website. Students who wish to just borrow a private loan should reach out to the Financial Aid Office to inform them when their application has been approved.

In addition to the FAFSA, all AUP students must complete the AUP Loan Plan to designate how much they wish to borrow. Incoming students can complete the Loan Plan on their AUP Status Page, and returning students must complete a Loan Plan each subsequent year. They can request a link to the AUP Loan Plan from the Financial Aid Office (financialaid@aup.edu).

Once your loan has been processed, Student Accounting Services will credit your student account with the corresponding loan amount in Euros ten days before the start of classes. If any excess loan funds are on your student account after tuition and fees have been covered, Student Accounting Services will prepare a check in Euros. This check will be ready at the start of the semester. If you would like your check to be in US Dollars, please reach out to Student Accounting Services.

Satisfactory Academic Progress (SAP) and Student Loans

To comply with federal regulation, The American University of Paris (AUP) tracks the Satisfactory Academic Progress (SAP) of student loan recipients from the first date of enrollment at AUP. AUP evaluates SAP after the end of the fall, spring and summer terms. The first violation results in the student receiving a warning. The second violation results in loss of financial aid eligibility. Failure to maintain SAP may result in cancellation of financial aid awards, as described below.

This policy pertains to students receiving Title IV aid, specifically Federal Subsidized and Unsubsidized Direct loans and PLUS loans including both full-time and part-time students across all degree-seeking programs.

SAP Requirements

Federal regulations require that the University track the academic progress of student loan recipients from the first date of enrollment at AUP, whether or not student loans were received at that time. Undergraduate students receiving student loans must meet AUP's institutional requirements for minimum satisfactory performance as well as the following:

- **GPA:** The student must maintain a minimum cumulative GPA of 2.00 each semester (3.00 for graduate students);
- **Maximum Timeframe:** Students must complete their educational program within a period no longer than 150% of the published length of the maximum timeframe in credit hours of the educational program. For example, students enrolled in a 128-credit bachelor's degree program who have attempted in excess of 192 credits (including transfer credits) do not meet the maximum timeframe, and therefore are no longer eligible for financial aid.
- **Completion Rate (Pace of Completion):** The student must progress at a pace to ensure educational program completion within the maximum timeframe
 - The pace of completion is calculated by dividing the number of successfully completed credits by the number of attempted credits. Students must pass at least 67% of all attempted credit hours with a grade of D- or better or Credit (C). To remain eligible for Title IV funds students must maintain a minimum cumulative GPA of 2.00.
 - **Non-passing grades:** F (failing), IN (Incomplete), or W (withdraw).
 - **Attempted credit hours:** Credits transferred from all other institutional sources will be considered attempted and completed credits in the evaluation of the completion rate standards, but these courses do not affect the calculation of the GPA. Students who have completed their degree requirements, but who are still attending courses, are NOT eligible to continue to receive aid even if they are below the maximum time frame.

W, IN, AU, F, & R Grades, No Grade Reported and Repeated Course Work

- Course withdrawals (W) after the Drop/Add period are not included in the GPA calculation but are considered a non-completion of attempted course work.
- Incomplete (IN) grades are not included in the GPA calculation and are considered a non-completion of attempted course work until the incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. In all cases where no grade is assigned, an "IN" grade will be used to determine satisfactory academic progress.
- An audit (AU) grade is not considered attempted course work. It is neither included in the GPA calculation nor in completion rate calculations.

- Grades of F are treated as attempted credits that were not earned, and so are included in both the calculation of GPA and minimum completion rate.
- For a course that is repeated (R), the GPA computation will take account of the highest grade earned, but every repeated attempt will be included in the completion rate calculations. All attempts with final grades earned will display on the transcript.

Financial Aid Warning Status

AUP evaluates SAP after the end of the fall, spring, and summer terms. A warning status will be assigned to a student who was in good standing prior to the last SAP evaluation, but has now failed to make SAP. This is an alert to inform the student that if the SAP policy standards are not met during the warning semester, the student will no longer be eligible for future financial aid. Students will receive notification of the warning status via email from the Financial Aid Office.

At the end of the Financial Aid Warning Semester, the SAP status will be re-evaluated to determine if the student has now made satisfactory academic progress to be considered for additional financial aid eligibility. If the student succeeds in meeting SAP requirements, the student regains financial aid eligibility. If the student is not making satisfactory academic progress, the student will lose their eligibility for financial aid. Students are entitled to receive loan disbursements during the warning status semester.

Loss of Financial Aid Eligibility

If the overall SAP Policy requirements are not met at the end of the Financial Aid Warning semester, the student will lose his or her eligibility for financial aid. No financial aid will be disbursed during subsequent semesters until the student has made an appeal to the Office of Financial Aid and the appeal is granted for that semester. Students will be notified that they have lost financial aid eligibility via email from the Financial Aid Office. There are no exceptions to this requirement.

Reinstatement of Aid after Loss of Financial Aid Eligibility

A student who is denied Title IV aid because of a failure to meet SAP requirements may appeal this determination by submitting an appeal in writing to the Deputy Director of Admissions and Financial Aid. The Office of Financial Aid will review the appeal and notify the student of its decision in writing within 14 working days after the review. All decisions made by the Office of Financial Aid are final. Students can appeal this decision under two circumstances:

- The student attends AUP and successfully completes sufficient coursework on their own to meet SAP standards, without benefit of aid, to re-establish his or her eligibility. The student then submits an official letter of appeal and The Office of Financial Aid grants the appeal. The student regains student loan eligibility and is placed on Financial Aid Probation for one semester: or
- The student appeals the loss of Title IV aid based on significant mitigating circumstances that seriously affect academic progress. Examples include, but are not limited to, serious

illness, severe injury, death of a family member, or other extenuating circumstances. The appeal must include an explanation of why the student failed to meet SAP requirements and what circumstances have changed that will now allow the student to meet SAP requirements by the end of the following semester of enrollment. If the Office of Financial Aid grants the appeal, the student will regain Title IV eligibility and will be placed on Financial Aid Probation for one semester making them eligible to receive financial aid for one semester. If the Office of Financial Aid denies the appeal, the student will remain ineligible for Title IV funds but has the opportunity to appeal the decision in the future.

Financial Aid Probation Status

A student who was denied Title IV aid because of a failure to meet SAP requirements and then successfully appealed that decision will be placed on Financial Aid Probation status. While in Financial Aid Probation status, the student is permitted to receive financial aid for one additional semester. Should the student not meet SAP standards at the end of the Probation semester, he or she will lose his or her eligibility for Title IV Aid. If the student successfully meets SAP requirements, he or she will no longer be in Financial Aid Probation status and will regain his or her eligibility for Financial Aid.

Return of Title IV Funds

If a student who began attendance withdraws (officially or unofficially) from AUP and has utilized federal Title IV funds during the semester of the withdrawal, the Office of Financial Aid will determine if any amount of funding will be returned to the federal program(s) based on the federally mandated calculation. This policy details how Title IV funds are treated when a student withdraws. It pertains to students receiving US federal loans.

Official Withdrawals

Students are responsible for following the university's withdrawal procedures. To withdraw from all courses after the start of classes, the student must do the following:

- Discuss his/her withdrawal plans with the Associate Dean of Student Development;
- Complete a University Withdrawal Form, available from the Student Development Office;
- Clear all financial obligations to the University; and
- Return the completed Withdrawal Form to the Registrar's Office with his/her Student Identification Card.

The Office of Student Development officially informs the Office of Financial Aid when a student intends to withdraw from classes.

Students studying at The American University of Paris are expected to attend ALL scheduled classes, and attendance at all exams is mandatory. Students are responsible for reviewing and understanding any specific attendance policy that a faculty member might have set in the course syllabus. In case of absence, students should contact their professors to explain the situation. Unexcused absences can result in a low or failing participation grade.

Unofficial Withdrawals

The U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work. If a student does not provide official notice, the withdrawal date is the last date of an academically related activity in which the student participated.

An academically related activity includes, but is not limited to: physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam; attending a study group that is assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Activities that do not constitute academically related activity include but are not limited to: living in institutional housing; participating in a school's meal plan; logging into an online class without activity participation; and participating in academic counseling or advisement.

If a student rescinds their official notification of withdrawal but then later withdraws, the withdrawal date is the date the student first provides notification unless the school can provide documentation of attendance at an academically related activity after that date.

AUP may use the last date of an academically related activity that the student participated in as the student's withdrawal date, even if it comes after the date the student provides the school with notification of intent to withdraw.

If AUP administratively withdraws a student (suspension, expulsion, etc.), the withdrawal date will be the date AUP terminated the student's enrollment or else the last documented date of attendance at an academically related activity.

If a student dies, the date of withdrawal can be no later than the date of the student's death.

Return of Title IV Funds

The 1998 Reauthorization of the Higher Education Act requires the University to calculate a return of Title IV funds (Federal Stafford and PLUS Loan programs) for all federal financial aid students who withdraw (officially or unofficially) from all classes on or before the 60-percent attendance point in the semester.

A student who officially withdraws from the University will have a withdrawal date determined by either the date the official withdrawal process began or the date the University was officially

notified of the student's intent to withdraw. A student who does not officially withdraw will have an unofficial last day of attendance withdrawal date determined by the last date of any documented academically related activity (for example, attends class or submits work).

A student who withdraws from all courses on or before the 60.00% point in the semester, or fails all of the courses in which the student is enrolled during a semester, will have earned only a portion of the aid originally awarded. The percentage of the semester the student attended is used to calculate a return of Title IV funds in the event of withdrawal. To determine the percentage, a pro-rata schedule is used and is calculated according to the percentage of the semester completed before the student withdrew. The date AUP determines that the student withdrew should be no later than 14 days after the student's last date of attendance based on AUP's attendance records. The number of days between the beginning of the semester and the withdrawal date are counted. This includes all calendar days in the semester, excluding University breaks that exceed five days in length.

Withdrawing from classes means that a student may not receive further financial aid disbursements, may have to repay some or all of the aid that has already been disbursed, and will be personally responsible for payment of any charges for tuition and fees that are due. Every student must be aware that when the University is required to return unearned funds to the Department of Education, the student's tuition and fees may no longer be paid in full, and the student may have a balance due to the University. (However, if a student's loan disbursement has been reduced, that portion will be returned to the Department of Education which will then reduce the student's overall loan indebtedness. The student will not be responsible for paying back the portion of the loan that was returned to the Department of Education.)

The percentage of the semester attended by the student is used to determine the amount of earned federal funds against the amount of unearned federal aid funds. The amounts of earned and unearned federal aid funds are calculated within 30 days of the date of determination that the student withdrew using the following framework:

- The Office of Student Financial Aid receives notification of a student's withdrawal;
- The student's last date of attendance is determined;
- The number of calendar days that the student has completed is calculated by counting the number of calendar days attended during the period of enrollment, as detailed below;
- The number of calendar days completed is divided by the total calendar days in the enrollment period (excluding breaks of five days or more and the days that student was on an approved leave of absence): i.e. $\text{Completed Days} \div \text{Days in Period of Enrollment} = \% \text{ Days Completed}$
- The % Days Completed is used to determine the amount of Title IV Aid that has been earned and unearned by the student:
 - If the % of Days Completed exceeds 60%, then the student has earned 100% of the aid.
 - If the % of Days Completed is less than or equal to 60%, then the student will only be eligible for an amount of funding which is calculated, pro-rata, using the % of Days Attended. The percent earned equals the percent completed.

Example of the calculation to determine earned and unearned federal aid funds:

- (i) Student A has completed 20 days during the period of enrollment up to the determined last day of attendance out of a possible 60 days for which they received a \$10,000 loan.
- (ii) Therefore the student has $20 \text{ Completed Days} \div 60 \text{ Total Days} = 33.33\% \text{ Days Completed}$.
- (iii) As the % of Days Completed is less than and not equal to 60%, they are deemed to have earned 33.33% of their funding. As the student was eligible for \$10,000 for the entire period, the earned amount is \$3,333.33.
- (iv) The amount earned (\$3333.33) is deducted from the amount already distributed (\$10,000). Therefore, Student A will be required to return \$6,666.67 (66.67%), the unearned aid.

The amount earned will then be compared to the amount already disbursed to determine the amount of aid that is unearned and if Title IV financial aid needs to be returned or a further post-withdrawal disbursement needs to be made.

AUP is required to return its portion of unearned Title IV aid to the appropriate Federal program within 45 days of the date of determination that the student has withdrawn from classes. The Title IV Funds Return Distribution is applied in the following order: 1) Federal Unsubsidized Loan, 2) Federal Subsidized Loan, 3) Federal Graduate PLUS Loan; 5) Federal Parent PLUS Loan; 6) and other Title IV aid.

Post-Withdrawal Disbursements

If the Title IV aid amount disbursed to the student is less than the amount of Title IV earned, the difference is considered a post-withdrawal disbursement. Students and parent borrowers, in the case of a Direct Parent PLUS loan, may decline the post-withdrawal disbursement so as not to incur further debt. If a student or parent borrower accepts the post-withdrawal disbursement, it may be used to credit outstanding charges on the student's tuition account, or, where there are no outstanding charges, will be returned directly to the student or parent borrower.

Before a post-withdrawal disbursement is made, AUP will notify the student and/or parent borrower of eligibility for a post-withdrawal disbursement. That notification will include the following information within 30 days of AUP determining the student's withdrawal:

- AUP will identify the type and amount of the loan funds available to be credited to the student's account or to be disbursed directly to the student and/or parent borrower
- AUP will explain the obligation to repay the loan funds whether they are disbursed to the student's account or directly to the student and/or parent borrower and will explain the advantages of keeping loan debt to a minimum
- AUP will make clear that a student and/or parent borrower may not receive a direct disbursement of loan funds that AUP wishes to credit toward an outstanding balance on a student account
- AUP will give the student and/or parent borrower the option to decline some or all of the post-withdrawal disbursement and AUP will abide by that direction

At the time that AUP notifies the student and/or parent borrower of their eligibility for a post-withdrawal disbursement, the student and/or parent borrower will have 15 days to notify AUP whether they accept or decline the disbursement. If at that time AUP has not heard from the

student and/or parent borrower, AUP reserves the right to not to disburse. If the student and/or parent borrower accepts the disbursement, the credit balance will be refunded to the student and/or the parent in the case of a Direct Parent PLUS Loan as soon as possible, but no later than 14 days after the credit balance has occurred.

Costs and Financial Information

Payment Procedures

Student Accounting Services

All financial records that are linked to student tuition and fees are maintained by Student Accounting Services (SAS). Students can consult their student account online to see all charges and payments at: <https://student.aup.edu/Billing.asp>.

Financial Responsibility

Students and/or their Financially Responsible Persons (FRP) must arrange to pay all tuition and fees by the deadlines indicated by Student Accounting Services. The FRP is the individual who has agreed to be financially responsible for a student's university expenses. The FRP receives all invoices and financial notices and is liable for all payments. To change the FRP or the email address, students should enter the new contact information in their AUP Student Profile under "Student Addresses" at: <https://my.aup.edu/user/me/student/address>.

Payment Methods

Tuition and fees may be paid by credit card, bank transfer or by a check in euros. Payments can be made online at: <https://my.aup.edu/payment/tuition>.

Payment Due Dates

Full-time and part-time tuition, along with any other required fees, must be paid in full prior to the deadlines. Tuition is due on July 01 for the Fall semester, December 15 for the Spring semester and May 15 for the Summer semester, unless the Installment Payment Plan is selected (see below). University policy requires students to be paid in full before the start of class.

Currency

Student accounts are maintained in euros and all students must pay their tuition and fees in euros (except US loan checks deposited directly into the student account).

Tuition

Full-time Tuition

The full-time undergraduate tuition covers basic tuition for a minimum of 12 and a maximum of 18 credits. Course overloads that bring registration above 18 credits may be requested, and if approved, the full course is charged on a per-credit basis in addition to the full-time tuition. Graduate tuition is charged on a per-credit basis. For information on the current year's tuition and fees, undergraduates should refer to:

<https://www.aup.edu/student-life/support/student-accounting-services/undergraduate-tuition-fees>

and graduate students should consult:

<https://www.aup.edu/student-life/support/student-accounting-services/graduate-tuition-fees>

The following student services are also covered by full-time tuition:

- Student Activities
- Academic Support Services
- Housing Office Support Services

Part-time Tuition Fee

Tuition for part-time students (fewer than 12 credits) is determined on a per-credit basis.

Auditor Fee

Auditors pay 50% of the per-credit fee for undergraduates and graduate students. Full-time students may audit one course for free in spring and fall only.

Required Fees

Application Fee

The non-refundable application fee must be sent with the application form. For more information, consult the AUP website

(<https://www.aup.edu/admissions/undergraduate/apply#OnlineApplicationForm>).

Non-Refundable Tuition Deposit

Upon acceptance by the University, new students are required to pay a non-refundable deposit that is credited toward the first semester's tuition. The deposit will not be returned if students confirm and then fail to attend. New students will receive invoices once they pay the confirmation deposit and select their payment plan.

Mandatory Orientation Fee

The orientation fee covers all activities that occur during the orientation program of a student's first semester including academic advising, course registration, workshops, cultural activities, and materials.

Housing Fee

The Housing Office charges a one-time non-refundable fee of €150 to students enrolled in AUP Housing (residence halls available to incoming students) the first time they use our services.

Health Insurance

The University is legally responsible for ensuring that all full-time students (except non-degree-seeking part-time students) have adequate health insurance coverage. Students are automatically enrolled in, and billed for, the comprehensive and mandatory plan arranged for by the University.

Opting out is possible if the student has family living in Paris and provides proof of private comprehensive health insurance coverage valid in France, which includes medical coverage equivalent to AUP's Student Health Care Plan.

The documents required to opt out of the health insurance can be found at:

<https://www.aup.edu/student-life/health-well-being/health-care-plan/health-care-plan-opting-out>.

These documents must be resubmitted every year to health@aup.edu within the first two weeks of classes; no exceptions will be made. Documents received after this date will not be accepted and students will be charged the full price for health insurance. If a student's health insurance changes during the course of study at AUP, he/she is responsible for notifying the Health Office of such a change.

Cultural Programs

Students may elect to participate in cultural programs for which there are additional fees. For information, please see <https://www.aup.edu/academics/cultural-program>.

Course Fees

Certain courses have fees attached to cover museum entrance, lab fees, software costs, etc. The course catalog mentions which courses have fees.

Late Payment Fee

A €250 late payment fee will be charged for any tuition received after the payment deadlines.

Overdue, Lost, or Damaged Library Materials

Students are responsible for library materials borrowed with their AUP student identification card. Fees are charged for damaged, lost or unreturned materials at the end of each semester. Unpaid overdue fines block further loans; fines will be charged to student accounts and holds will be applied.

Overdue, Lost, or Damaged or unreturned IT Multimedia equipment

Students are responsible for IT Multimedia equipment borrowed with their AUP student identification card. Fees are charged for overdue, lost, damaged, or unreturned equipment throughout each semester. Fines will be charged to student accounts and holds will be applied. Unpaid fines block further loans the following semester(s).

Interest Charges and Collection Fees

Student accounts are charged interest at the rate of 1% per month on any outstanding balance starting at the end of the semester after a student has left AUP.

Delinquent Student Accounts

Delinquent student accounts may be sent to a collection agency for recovery. The collection agency will charge a fee of up to 35% on any unpaid balance.

Non-Payment of Tuition and Fees

Student Accounting Services reserves the right to cancel a student's registration in the event of non-payment.

Payment Plan Options

Yearly Payment Plan

Full-time students who pay for a full academic year (Fall and Spring semesters) by the 1st of July may benefit from a tuition rebate. Students receiving a university tuition grant are not eligible for the rebate. Yearly payment rebates are not offered for those starting in the Spring semester.

Semester Payment Plan

Under this plan, students pay for each semester prior to the start of the semester. Payment must be received on or before the following dates: July 1st for the Fall semester and December 15th for the Spring semester.

Installment Payment Plan

Full-time students may apply to pay on the Installment Payment Plan. This plan consists of four payments for each semester; all payments must be completed before the start of the semester. A service fee is charged for the installment plan.

Students or their FRPs who wish to change payment plans should contact Student Accounting Services.

Good Financial Standing

A student's account is in good financial standing when there are no outstanding obligations or fees to the Library, Bookstore, Housing, Cultural Programs, Student Development, Multimedia, or Student Accounting Services.

Diplomas will not be issued to a student whose account is not in good financial standing.

Students may be refused re-enrollment for the following semester until all debts are cleared. A balance due on a student account may exclude the student from participating in the graduation ceremony.

Other Financial Information

Only students whose accounts are in good financial standing may use the following services.

Emergency Cash Fund

Student Accounting Services maintains a special fund for students in need of emergency cash. Students may borrow up to €100 for two weeks. Emergency Cash Fund loans not repaid within two weeks may incur a hold on grades and transcripts. The Emergency Cash Fund service stops three weeks before the end of the semester and is not available during the summer.

Emergency Loan

For unexpected situations or emergencies requiring more than €100, the Dean of Student Development can authorize emergency loans to be paid directly to the student and charged to the student's account.

Withdrawal and Refunds

Dropping a Course

Students who drop one or more but not all of their courses before the end of the drop/add period (the first full week of classes) receive a 100% refund for the dropped class(es). After drop/add week, students will not be given a refund when withdrawing from a course.

Dropping All Courses Before the Start of Classes

Prior to the first day of classes, returning students who decide not to return to the University are eligible for a full refund. Students must notify the Registrar in writing (registraroffice@aup.edu). New students who decide not to attend before the first day of classes will be eligible for a full tuition refund, but will forfeit the non-refundable tuition deposit, and the orientation fee if orientation has started. New students who decline admission from the University prior to the start of orientation must contact their Admissions Counselor. Non-degree part-time students who decide not to attend the university before the start of classes are eligible for a refund but will forfeit the non-refundable tuition deposit. To cancel their registration and request a refund, non-degree part-time students must contact Student Accounting Services (sas@aup.edu) in writing.

University Withdrawal - Withdrawing from All Courses After the Start of Classes

After the first day of classes, tuition refunds are calculated on the same basis for returning and incoming students according to the refund schedule below. To withdraw after the start of classes degree-seeking students must contact the office of Student Development (studentdevelopment@aup.edu). Non-degree part-time students must contact Student Accounting Services (sas@aup.edu) in writing.

Fall & Spring Deadline	Refund
Prior to the first day of classes	100%
During the first week of classes	80%
During second week of classes	60%
During the third and fourth weeks of classes	40%
After the fourth week of classes	0%

*Incoming students forfeit the orientation fee (if checked in) and the non-refundable tuition deposit.

Summer Deadline	Refund
Prior to the first day of classes	100%
After the start of classes	0%

*Visiting students forfeit the orientation fee (if checked in) and the non-refundable tuition deposit.

Refunds are calculated based on the amount of tuition paid, after grants and scholarships have been deducted. Thus, a full-time student receiving a 1,000€ grant who withdraws from the University during the second week of classes would receive a tuition refund of 60 % x [Full-time Tuition - 1,000€]. Students who withdraw during the Fall semester when payment has been made for the full year forfeit their yearly tuition reduction.

Students who have received Title IV loan funds through the Department of Education and then withdraw from the University are subject to the return policy [outlined in the Code of Federal Regulations \(34CFR668.22\)](#).

Any questions of a financial nature should be addressed to:

Student Accounting Services
The American University of Paris
5 boulevard de la Tour Maubourg
75007 Paris, France
Tel: (33-1) 40.62.07.11/13

Academic Affairs

Student Status

Full-time, degree-seeking students may petition the Registrar to change their status to part-time after at least one semester of full-time enrollment and before a new semester begins.

Full-time students may audit one course per semester in spring and fall. Students may audit courses in summer for a reduced tuition fee. Audit petition forms must be submitted to the Registrar during the Drop/Add period at the beginning of each semester.

Audited courses will appear on students' transcripts.

Students registered in fewer than 12 credits per semester, including courses audited, are considered part-time students. Part-time students must be 18 or older and have successfully completed secondary education. Non-native speakers of English must also submit TOEFL scores of at least 101 on the iBT (or equivalent).

Part-time students are not eligible for student visas (except if their status is due to a registered internship within the context of full-time study). The American University of Paris does not assist students who do not have the correct visa in gaining French resident status. Part-time, non-degree seeking students (the latter two categories detailed below) do not qualify for financial aid from the University or for a convention de stage to work in a French company.

Three categories exist for part-time study:

- **Part-time degree-seeking students** must apply through the AUP Admissions Office by submitting the regular application along with supporting documents to be considered for acceptance into the University. This status is deemed exceptional as the University encourages full-time study. These students have the right to academically related AUP services (advising, registration, etc.) but their participation in Orientation is optional. They may pre-register for their classes. They may petition the Registrar for full-time status at the beginning of any semester.
- **Part-time, credit-seeking, non-degree students** are welcome to enroll in courses on a space-available basis provided they have satisfied any applicable prerequisites. These students must submit the part-time study application along with an official copy of their last transcript and can pre-register for their classes. If they wish to change their status to degree seeking, they must apply to the University through the AUP Admissions Office.
- **Auditor Status (Auditeur Libre)** is designed for part-time non-degree seeking students who do not need academic credit. Persons accepted in this category may audit up to 11 credits per semester. Auditors pay reduced tuition (for all but participatory art, language, science, computer science, or 4000-level courses) but do not accumulate academic credit. The grading of exams, assignments, term papers, etc., for auditors is left to the discretion of the instructor. Auditors apply to the Admissions Office as part-time students.

Visiting students may apply to attend AUP for a semester or a year.

Special Academic Programs and Study Options

Academic Advising

All students are assigned an academic advisor, who helps students plan their course of study to ensure that they make timely progress towards graduation.

Directed Study

Directed Study allows the exceptional degree-seeking student to work in an area of special academic interest under the direct supervision of a faculty member. Undergraduate students with a minimum of junior standing and an undergraduate GPA of 3.00 (GPA of 3.50 for graduate students) are eligible. Directed Study projects may not be taken on a “Credit/No Credit” basis, and the successfully completed project may earn one to four credits. A student may take no more than one Directed Study in a given semester and submit no more than eight Directed Study credits for graduation. The submission deadline is the end of the semester prior to the target semester.

Internships

Degree-seeking AUP students can earn academic credit and acquire professional experience by requesting to register an internship on their academic record. The request must be submitted and approved (and if applicable, an internship contract must be signed) before the internship begins. Internships cannot be registered retroactively.

For-credit internships registrations may be used to fulfill major, minor, or program requirements, or be used as open elective credits. Students participating in internships must meet AUP’s internship eligibility requirements and request approval of their internship by submitting an Internship Approval Form available on the AUP website.

Zero-credit internship registrations are available to currently enrolled, degree-seeking students who meet AUP’s eligibility requirements. A student who wishes to do an internship in France after completing their degree requirements must defer graduation by requesting a Degree Deferral and will be considered a graduate of the final semester when the internship is registered. Students who successfully defer their degree may have up to a maximum of two consecutive semesters to undertake an internship with a zero-credit registration. If a degree is conferred, or a student’s visa expires before they successfully register an internship, students are no longer eligible to request an internship be approved and registered at AUP.

The Career & Internship Office in the ACE Center maintains listings of internship opportunities in a variety of domains and assists students in their search, but students are responsible for obtaining their own internships.

More information on the AUP Internship Program is available at <https://www.aup.edu/academics/academic-career-resources/internship-office>.

External Language Study

Undergraduate students who wish to study a language not offered at AUP, or who are prepared for very advanced level work, may register at another institution, including those listed below.

- Alliance Française
- Association Culturelle Franco-Japonaise de TENRI
- Centre Culturel de Chine (Institut Confucius)
- Centre Culturel de la Russie
- Centre Culturel Suédois
- Centro di Lingua e Cultura Italiana
- Goethe Institut
- Institut National des Langues et Civilisations Orientales (INALCO)
- Instituto Camoes
- Instituto Cervantes
- Université de Paris-Sorbonne

All external language courses at any institution must be preapproved for transfer of credits before the course begins. For more information, contact the Registrar's Office or see: [Language Study | The American University of Paris \(aup.edu\)](#)

Cooperative Program for undergraduate students with “la Sorbonne”: A number of students with requisite proficiency in French may enroll in selected courses in cultural and social history taught at the Université de Paris IV Sorbonne. The students also meet regularly with an AUP faculty member who sets academic exercises and determines the final grade.

Cooperative Program for graduate students with and “la Sorbonne”: Students enrolled in the Master's Program in International Affairs, Conflict Resolution and Civil Society Development complete part of their coursework at the Université Paris I Panthéon – Sorbonne.

Study Abroad

Undergraduate AUP students are welcome to spend one or two semesters in an approved AUP study abroad program at institutions such as:

- Lingnan University (Hong Kong)
- Pace University (New York)
- The American University in Cairo (Egypt)
- The American University of Lebanon (Beirut)
- University of Cape Town (South Africa)

- University of Miami (Florida)

Individual arrangements are also possible with other universities.

Students participating in an approved AUP study abroad program are charged AUP tuition, and those receiving financial aid will retain their financial aid. The Study Abroad Office will assist students with their application to the host institution. Candidates for study abroad may transfer a maximum of 36 semester credit hours from an AUP partner school toward their graduation.

Students who study abroad outside of an approved AUP study abroad program make all the arrangements themselves, pay tuition to their host institution, and do not retain their AUP financial aid. Students studying abroad at non-partner schools can transfer no more than 18 semester credits toward their graduation.

All AUP students wishing to study abroad for one semester or one year must request a leave of absence prior to their departure – by doing so they retain privileges and rights of AUP students and will be able to register before they return to AUP.

The University also has established formal agreements to receive students from:

- George Washington University (Washington D.C.)
- Loyola University (Baltimore, Maryland)
- Pace University (New York)
- Southern Methodist University (Dallas, Texas)
- The American University of Cairo (Egypt)
- The Fashion Institute of Technology (New York)
- University of Cape Town (Cape Town, South Africa)
- University of Miami (Florida)
- University of Oslo (Oslo, Norway)
- University of the Incarnate Word (San Antonio, Texas)
- University of San Francisco (San Francisco, California)
- Vanderbilt University (Nashville, Tennessee)
- Wellesley College (Wellesley, Massachusetts)
- Westmont College (Santa Barbara, California)

AUP allows students from these institutions to attend the university as visitors.

Academic Procedures and Policies

Placement Tests

If needed, the French placement test can be taken online prior to arrival. If entering First Years cannot be pre-placed into the appropriate English and Math course level, with the help of SAT or ACT scores, they will be required to take placement and/or waiver exams in English and Mathematics online before their arrival to AUP. Visiting students take the French placement test only if they intend to register for a French course, and the Mathematics placement test only if they plan to register for classes in Mathematics. Transfer students who receive an appropriate English or Mathematics equivalency for their transferred coursework will not need to take placement exams in those respective disciplines. If a transfer student is not transferring courses with the necessary English or Math equivalency, they will be required to take placement and/or waiver exams before their arrival to AUP. Placement test results do not appear on any official record.

Registration

New students register for courses as part of their pre-arrival process. Returning students, after consultation with their academic advisor, register online for classes for each subsequent semester. Only students in good financial standing are permitted to register. The dates and times of registration are announced and posted during the academic year. Students are given priority according to their class standing.

Returning Student Check-in

All students must return to campus and check in with the Registrar's Office by the end of the third day of classes. Students who do not meet this deadline will have their classes dropped and they will have to re-register (if eligible) during the Drop/Add period, paying a substantial late penalty of €100 per credit hour. There is no guarantee that students can re-register for the courses from which they were dropped.

Course Load

The normal course load is four academic courses per semester. The minimum course load for full-time students is 12 credits. Upon petition, an undergraduate student who has earned a cumulative GPA of at least 2.80 in courses taken at AUP may be permitted to register for five four-credit courses. It is generally not recommended that graduate students enroll in more than four courses in a semester, and no student can take an overload in their first semester at AUP. Credit Overload Petitions are available on the Academic Forms webpage. Students can take a one- or two-credit course without paying an overload charge if their total semester credit load is 18 or fewer. If the total semester credit load exceeds 18 credits, overloads are charged per credit for the entirety of

the additional course. For example, if students register for a fifth, four-credit course, totaling 20 semester credits, they will be billed for the entire fifth course (i.e., four credits).

Credit Hour Policy

In accordance with US Federal Government guidelines, one credit hour at The American University of Paris represents one hour of classroom or direct faculty instruction and a minimum of two to three hours of out-of-classroom student work. The American University of Paris holds two fifteen-week semesters, one six-week summer term, and two three-week intensive summer terms. The class period is specified at one hour twenty minutes during fall and spring semesters. The class period during the six-week summer term is specified at one hour forty minutes. The class period during either of the three-week summer terms is specified at three hours thirty minutes.

For a small number of courses in certain disciplines, additional contact time is required for an equivalent number of awarded credits. While the University offers a variety of course scheduling formats, each is held to the minimum number of contact hours per credit awarded (37.5 contact hours minimum for one four-credit course). A standard class period during the regular semester is 80 minutes and the mandatory exam period is 150 minutes. Further details on AUP's credit hour policy can be found on the Academic Policies and Procedures page on our website <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/policies-procedures>.

Classification of Undergraduate Students

Undergraduate students are classified as follows, according to the number of semester hours they have completed:

First Year	completion of 0 – 31 hours
Sophomore	completion of 32 – 63 hours
Junior	completion of 64 – 95 hours
Senior	completion of 96 or more hours

Student Identification Cards

At registration, each student receives an AUP identification card. This card is necessary for access to all university facilities. Loss of this card during the year should be reported immediately to the Registrar, and a fee will be charged for replacement. Student cards are issued for regularly enrolled students; students withdrawing from the University must return their cards to the Registrar's Office.

Course Substitution

Undergraduate students submit a Substitution Petition to obtain permission to substitute a course for a specific major requirement, a minor requirement, or a Global Liberal Arts Core Curriculum requirement.

Substitutions are possible for courses transferred from another institution or for one taken at AUP, when the content is similar to the specific requirement. Students who wish to use previous coursework or experience to substitute for an AUP degree requirement must request the Substitution or Waiver Petition (and have the request approved) by the end of the first year of enrollment at AUP. These forms are available from the Registrar's Office. To have the request approved, students must supply catalog information showing the course description and/or a course syllabus. Once documentation has been offered, the student's academic advisor, the chair of the department offering the course to be substituted (as well as the chair of the department imposing the major/minor requirement if it is not housed within the same department), and the Associate Dean for Academic Administration must approve the substitution and/or waiver.

Course substitutions are imperative to ensure degree coding transparency and for degree auditing purposes.

Course substitutions are used to formalize adjustments to initially granted transfer credit equivalencies. For example, if a transfer student has not been granted a course equivalency that they and their advisor believe should be granted, or has been granted an equivalency that they and their advisor believe should be changed, the student must submit a course substitution form. Course substitutions are used to formalize discrepancies between catalog years and curricular offerings. For example, if a student is following the 2017 catalog year, and a major core course from that catalog year is no longer offered, the student will take a different course to satisfy the requirement AND MUST submit a course substitution petition to document the approval of the substitution within their official record. In certain such cases, the Academic Department may work with the Office of the Registrar to put in place a blanket substitution for all students taking the offered course so that petitions do not need to be submitted and processed one by one.

Waiver of Degree Requirements

Students may submit a Waiver Petition to request to waive an AUP degree requirement completely. Course waivers are extremely rare and are accompanied by extensive supporting documentation, typically examination. Exemption from a specific course does not exempt a student from obtaining the minimum required credits for their degree program. Contact the Registrar's Office for additional information.

Credit by Examination

The University does not provide for credit by departmental examination, nor does it recognize such credit granted by other colleges or universities.

Credit Earned Outside the University

Undergraduate students who have a minimum cumulative GPA of 2.50 and who wish to take courses for credit outside the University, as part of a study abroad program, during summer school at another university, during a vacation break, or while taking a leave of absence from AUP, must secure written permission from the Registrar prior to taking the intended courses. Otherwise, these credits may not be approved for transfer back to AUP. The procedure for securing permission to earn credit outside the University is as follows.

- Complete an [External Course Pre-Approval Form](#) (note that more than one form may be required, see the form for details).
- List each course requested for approval and submit a complete course description for each.
- Once the form is submitted by the student, it will automatically be sent for review and approval from the academic advisor, relevant department chairs, the Registrar and the Associate Dean for Academic Administration. Students must receive an approval prior to taking the courses for them to be transferred back to AUP.
- Once the external courses have been completed, the student must request an official transcript from the other school to have the approved credits applied as transfer credit. It is the student's responsibility to have official transcripts sent directly from the institution to the AUP Office of the Registrar within six weeks after the completion of the course. Note that no transfer credit will be granted for transfer for grades below “C” or for courses taken on a “Credit/No Credit” basis (unless a minimum “C” grade is required to receive credit).
- If the transcript for the external course(s) is not received by the following semester, the credits will not be transferred.

Attendance

Students studying at The American University of Paris are expected to attend ALL scheduled classes, and attendance at all exams is mandatory. Students are responsible for reviewing and understanding any specific attendance policy that a faculty member might have set in the course syllabus. The French Department has its own attendance policy, and students are responsible for compliance. In case of absence, students should contact their professors to explain the situation. Academic Affairs will excuse an absence for students’ participation in study trips related to their courses. If a student arrives at course meetings more than 10 minutes late, it may be considered an unexcused absence. **IN ALL CASES OF MISSED COURSE MEETINGS, THE RESPONSIBILITY FOR COMMUNICATION WITH THE PROFESSOR AND FOR ARRANGING TO MAKE UP MISSED WORK RESTS SOLELY WITH THE STUDENT.** Whether an absence (excused or unexcused) is accepted or not is ALWAYS up to the discretion of the professor or the department. Unexcused absences can result in a low or failing participation grade. Students must be mindful of this policy when making their travel arrangements, and especially during the Drop/Add and Exam Periods.

Academic Accommodations

To ensure that all students have an equal opportunity to participate in and/or benefit from our courses, and in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, AUP strives to provide all necessary accommodations, as needed and documented, to students with disabilities.

Based on students' documented disabilities and our professional assessment, accommodations and/or auxiliary aids may be recommended for students who have been approved for accommodations based on documented disabilities. These accommodations are intended to provide equal access to the course, and to help faculty members measure each student's abilities, rather than disabilities. They are not designed to provide an unfair advantage or to change course requirements. Each student with accommodations is required to sign AUP's Academic Accommodations Policy Agreement, which outlines their rights and responsibilities about their accommodations.

Students who have accommodations can contact the Accommodations Coordinator located in the ARC for assistance. The Accommodations Coordinator will work with faculty members at the start of each semester, informing them of students in their classes who may be requesting accommodations and what their needs are.

It is the responsibility of the student to inform their professors in advance about test/exam accommodations they wish to request. If a professor cannot personally administer the accommodations, the students must submit their needs via the online exam accommodation request form no later than 2 weeks before the exam date. The Accommodations Coordinator will then work with the professor(s) and organize the requested exam accommodations.

Grading and Credits

Grades are reported for all students at the end of each semester. Students whose work is unsatisfactory at the midpoint of each semester receive warnings. Grades are neither discussed over the telephone nor given out by e-mail.

The following grading system is used, based on the 4.00 system:

	A = 4.0	A- = 3.7	Excellent
B+ = 3.3	B = 3.0	B- = 2.7	Good
C+ = 2.3	C = 2.0	C- = 1.7	Satisfactory
D+ = 1.3	D = 1.0	D- = 0.7	Unsatisfactory
	F		Failure

CR	Credit
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NC	No Credit
W	Official Withdrawal
IN	Incomplete
AU	Audit
R	Repeated Course
AP	Approved zero credit internship
NA	Not approved zero credit internship

Graduate students

any grade below a “B” is considered unsatisfactory, and graduate students must maintain a 3.00 grade point average to be in good academic standing.

“Incomplete” Grade

The grade of “Incomplete” (IN) is assigned in those cases where the requirements for a course have not been completed for justifiable reasons or for extraordinary circumstances beyond the student's control.

The grade of “Incomplete” will eventually become an “F,” unless the work is completed by the deadline set by the instructor. This deadline can be no later than the date of the midterm grade-reporting period for the semester immediately following the term in which the “Incomplete” was assigned.

Change of Grade Policy

If a student suspects that an error has been made in recording a final grade, he/she should immediately contact the professor. Grade changes are limited to correction of errors and will be processed no later than the end of the semester following the semester in which the grade was issued.

Credit/No Credit

Undergraduate students may designate one course per semester to be graded “Credit/No Credit” (“CR/NC”). The student must choose this option no later than the deadline date for withdrawal from a course, and once exercised, this option cannot be revoked. Any courses can be taken “CR/NC,” however, it is not recommended for courses in the major. The granting of “CR” means that the student has satisfactorily completed the requirements of the course with a grade at least equal to “C.” Credits so earned will count toward graduation requirements but will not be used in the computation of the grade point average. Once the CR/NC option is invoked, any letter grade

submitted by the professor that is a “C-“ or below, will result in an NC grade and zero awarded credits. Courses taken under the CR/NC grading option are not taken into consideration when course repeats are calculated, therefore, a student who is repeating a poor grade will not see an improved GPA when the same course is repeated under the CR/NC grading option. It is not recommended to repeat courses with the CR/NC option as there will be no positive impact on the overall GPA. Students electing to take a course “CR/NC” are not eligible for Provost’s List during that semester unless the course itself is only offered under CR/NC grading.

Repeat Courses

Only certain courses may be taken twice for credit. Examples are fine art (AR) courses, creative writing (CL/EN 2100), and special topics courses that are specifically designated as such in each department.

All courses may be repeated if a student needs to (or simply wishes to) earn a higher grade. In such cases, the lower letter grade and credit will not be used in calculating the cumulative grade point average, although a complete record of the repeated course will remain on the student’s transcript. It is important to note that Directed Studies may only be “repeated” with grade point average adjustments if the exact same project is reregistered. Topics courses may be repeated if the Topics is offered as a new permanent course in a subsequent semester. In both cases, students must contact the Registrar’s Office in order to ensure that the repeat course is correctly coded.

Withdrawal from a Course

Withdrawal from a course can be approved only before the deadline announced in the University Calendar (midsemester). Students must use the Course Withdrawal Form that is available on the Academic Forms webpage.

Academic Standing – Undergraduate

All undergraduate degree-seeking students (including part-time) must maintain a cumulative grade point average (GPA) of 2.00 to be in good academic standing at the University. Students with a GPA less than 2.00 are subject to either probation or dismissal according to the table below.

Credit Hours Attempted	Probation GPA	Dismissal GPA
12-23	1.50-1.99	Below 1.50
24-35	1.60-1.99	Below 1.60
36-47	1.70 to 1.99	Below 1.70
48-63	1.80-1.99	Below 1.80
64+		Dismissal if GPA falls below 2.0

Students who wish to hold leadership positions (e.g., Student Government, club officers, etc.) must have a minimum GPA of 2.50 at the time of election and throughout the duration of their position.

Any student placed on probation for three consecutive semesters will be dismissed from the University.

Dismissals will occur only at the end of spring semesters. Dismissed students will not be allowed to take courses at AUP part-time.

Academic Standing – Graduate

All graduate students must maintain a cumulative grade point average of 3.00 to be in good academic standing at the University. Students with a GPA less than 3.00 will be placed on probation.

Graduate students are dismissed if:

- They would be placed on probation a second semester in a row.
- They have a GPA less than 2.70; or
- They have earned a third grade of “C+” or lower.

Dismissed graduate students can appeal the dismissal by a written petition addressed to the Registrar.

Withdrawal from the University

Students wishing to withdraw from all registered courses in any given semester are required to adhere to AUP’s University Withdrawal procedure. During this process, the student works with the office of Student Development to identify the reasons behind the withdrawal, as well as possible academic, personal and financial implications. Student Development also assists with communication with the various University Offices.

To withdraw from the University, students must see the Office of Student Development (studentdevelopment@aup.edu) to begin the Withdrawal Process, during which students must demonstrate that they are in good financial standing with all University Offices. Student Development will accompany the student through this process. Students will indicate whether they

intend on returning to the University at some point. The Student Development office will be called to authorize that future registration.

Withdrawing from all courses may incur a tuition refund. After the first day of classes, tuition refunds are calculated on the same basis for returning and incoming students according to the refund schedule below.

Fall & Spring Deadline	Refund
Prior to the first day of classes	100%
During the first week of classes	80%
During second week of classes	60%
During the thirds and fourth week of classes	40%
After the fourth week of classes	0%

Incoming students forfeit the orientation fee (if checked in) and the non-refundable tuition deposit.

A student must initiate a request for a University Withdrawal no later than the last day of class. Requests for University Withdrawals will not be considered during final exam week.

Transcripts

Transcripts can be ordered on-line at <https://my.aup.edu/academics/academic-career-resources/registrar-office/transcripts>.

Graduate Theses & Applied Capstone Projects

Graduate students must submit an application form to register their thesis or applied capstone projects. All master's theses/ applied capstone projects require additional paperwork to be fully registered. Once completed, with the required signatures and attachments, the form must be submitted for administrative approval. **All paperwork must be submitted no later than the end of the Drop/Add period during the semester in which students are registering for the project.**

It is the student's responsibility to submit the thesis or applied capstone project, respecting their thesis/applied capstone project advisor's standards, and to file the Ready to Submit Form with the approval of their advisor. The thesis/applied capstone project advisor will confirm acceptability of the submission along with the Program Director. For students with theses/applied capstone projects (or extensions) registered in the spring, the deadline for thesis submission is **April 15th**.

For students with theses/applied capstone projects (or extensions) registered in the summer, the deadline is **July 1st**, and for the fall, the deadline is **December 1st**.

Failure to submit by the deadline, without an extension request or ready to submit form filed, may lead to an administrative withdrawal of the thesis or applied capstone project registration.

Withdrawal is handled on a case-by-case basis and is enforced when a student fails to submit their project and has not been in contact with their advisor, or the university, for one semester following their last thesis/applied capstone project registration, including 0-credit extensions.

Thesis/Applied Capstone Project Registration and Extension Policy

A thesis or applied capstone project extension modifies the graduation date of the student. Based on the original registration of any thesis or applied capstone project, all master's students will have one calendar year (registration semester, plus two additional semesters) in which to research, write, submit, defend, and submit a bound final copy of the project to the AUP library (mandatory for thesis students only, not including HRDS capstone theses). Within this year's administrative envelope, the timeframe for corrections, thesis defense, and submission for a final grade are set by the graduate program directors in consultation with thesis/applied capstone project supervisors.

At the original registration, master students will be required to pay tuition for the registration of the thesis or applied capstone project, at the current per credit tuition rate for the number of credits corresponding to the thesis/applied capstone project for their master program. For the subsequent two semesters there will be no administrative charges apart from the mandatory health insurance fees; students will, however, have a zero-credit extension registration for these two semesters.

Extension C: This extension provides one additional semester to complete the thesis or applied capstone project and costs €1000 to register. Proof of substantial progress in a student's thesis or applied capstone project is required. This extension should not be used unless a student absolutely needs one additional semester to complete their thesis or applied capstone project. Failure to submit at the end of extension C will result in administrative withdrawal should the student be unable to complete their thesis or applied capstone project.

Thesis submission to the Library

All Master's students writing a thesis as part of his/her program are required to submit a copy of the final, corrected thesis to the AUP Library. Diplomas will not be issued to students who have not met the Academic Affairs Thesis Presentation Standards. For more information on thesis submission to the library, see: <https://aup.libguides.com/grad/thesis.pdf>.

Academic Integrity at AUP

The continuous evaluation of student learning is an integral part of the educational process at The American University of Paris as it is in all American universities. Students must demonstrate their knowledge and comprehension through a wide range of academic exercises, which may include written assignments, research, in-class essays, graphical and computer modeling, examinations or oral presentations. For faculty to perform such assessment, students must maintain integrity and ethical behavior in their academic work. The Code of Academic Integrity is the foundation of teaching and learning at AUP. It is an indispensable attribute of serious scholarship, and a hallmark of the university's mission and scholarly reputation. As members of the AUP community, students are responsible for upholding the tenets of this code, and for being aware of academic policies and procedures. Ignorance of any part of the Code of Academic Integrity and/or AUP policies concerning academic misconduct does not excuse violations.

What Constitutes a Violation of Academic Integrity

A number of actions compromise academic integrity and honesty. The most egregious examples of academic misconduct include plagiarism, fabrication, and cheating. Infringements of the Code of Academic Integrity are serious and can lead to failing grades or dismissal from the University. Due to the international nature of the AUP student body, a few examples and explanations are provided below for clarity.

Plagiarism

Failure to acknowledge the sources and authors of all borrowed, quoted, copied, directly translated, or paraphrased material (in any format) constitutes a serious violation of academic integrity. All use of, or references to, the work or ideas of others

(including books, research, opinions, statistics, Web/Internet content, electronic communications), whether published or unpublished, must be correctly cited. Plagiarism includes the use or submission of someone else's work as one's own work. It is considered theft and is unacceptable practice at AUP.

Plagiarism can take the following forms:

- Submitting research, papers, assignments, quizzes or examinations produced by another as one's own;
- Submitting purchased material, such as a term paper, for coursework or credit;
- Restating or paraphrasing works without acknowledging or correctly citing the source(s);
- Copying any portion of work belonging to another, without proper citation.

The AUP Writing Lab offers workshops and individual consultations for all students who have questions about plagiarism. Writing Lab tutors are experts in citation guidelines and can explain when, why and where to attribute ownership of ideas and content included in research papers and

assignments. The MLA Handbook for Writers of Research Papers and other citation guides are available to students in the Academic Resource Center.

Fabrication and Falsification

Fabrication is the practice of inventing information, or knowingly submitting dishonest work. It includes the falsification of research, data, quotations, studies or other findings, and thus is an unacceptable practice. Examples of fabrication or falsification include the following:

- Submitting in a paper, thesis, lab report, or other academic exercise that is falsified, invented, or contains fictitious data or evidence;
- Deliberately and knowingly concealing or distorting the true nature, origin, or function of data or evidence;
- Falsifying or misrepresenting one's records, transcripts, experience or coursework;
- Selectively manipulating research and results.

Cheating

Academic integrity requires compliance with all testing and evaluation procedures so that the results honestly demonstrate a student's mastery of information. Cheating is the act or attempted act of deceiving, misleading or misrepresenting this mastery and is unacceptable behavior.

Examples include:

- Copying from another student's quiz, test or examination paper;
- Obtaining unauthorized access to testing content before, during, or after an exam;
- Using unauthorized aids such as notes, textbooks, PDAs, cell phones or calculators, while taking an exam;
- Collaborating on a test, quiz, or other project in a manner unauthorized by the instructor.

Additional Examples of Academic Misconduct

Academic integrity policies are important to students' success and fair treatment. If student work, progress and performance are not measured under equitable conditions, one student may obtain an unfair advantage over his/her peers. Additional examples of academic misconduct include, but are not limited to:

- Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the professor;
- Encouraging, or collaborating with, another student to violate the Code of Academic Integrity;
- Stealing, defacing, or concealing library or course materials with the purpose of depriving others of their use;
- Tampering with grades, course documents or student records, with the purpose of obtaining an unfair advantage over other students;

- Failing to comply with the Acceptable Use Policy for the use of University computer resources and networks;
- Failing to adhere to University policies for classroom decorum, such as disrupting the class by arriving late or leaving the room while class is in, using or consulting a cell phone during class, talking to a neighbor, reading e-mail or otherwise compromising the learning experience of one's fellow students.

Addendum: Student Pledge to Uphold the AUP Code of Academic Integrity

When I began my studies at AUP, I signed the following, which is still in force during this exceptional semester:

- I pledge that I will not misrepresent someone else's work as my own or give or receive unauthorized aid.
- I accept responsibility for upholding the AUP Code of Academic Integrity at all times. More information about academic integrity can be found here: <https://www.aup.edu/university-policies-guidelines/academic-integrity>
- I pledge to be honest and truthful concerning research data, university records, information and the use of information technology.
- I pledge to foster an atmosphere of honesty and academic integrity among my fellow students.
- I will uphold the highest standards of academic integrity in all of my work at AUP, including during examinations.
- I understand that I will be subject to serious sanctions should I commit any violation of the AUP Code of Academic Integrity. Sanctions may involve failing grades, suspension or expulsion from the University.
- I now hereby acknowledge and agree to the following addendum to the AUP Code of Academic Integrity above:
 - I will work in the manner and within the time limitation required by the professor.
 - I will be alone at my workspace during the exam or quiz.
 - If requested by my professor, I will have a camera adjusted so that the professor can see me, and my workspace, during the exam or quiz.
 - If requested by my professor, I will do a room scan with my camera.
 - If the professor asks me to share my computer screen at any point during the exam or quiz, I will comply.
 - I will not access any unauthorized materials in any format, digital or otherwise.
 - I will not have any program open on my computer other than the programs specified by the professor and required for the exam (i.e., no email, no internet, no social networking, logged out of all non-specified programs, etc.).
 - I will not solicit information or assistance on exams, quizzes or assignments and I will signal any unsolicited request for assistance (via email, text, social media, etc.) to my professor immediately.

- I understand that the professor may run exams or other written work through an antiplagiarism program to verify the integrity and originality of my work.
- I understand that it is my responsibility alone to read, understand and adhere to the above policies. Ignorance of the Honor Code will not be considered a legitimate excuse if a violation of university policy has occurred.
- I understand that exams, quizzes and assignments submitted online have the same ethical requirements as those administered in a classroom, and that I will submit ONLY my own work.
- I will not collaborate on an exam, quiz or assignment in a manner unauthorized by the professor, including exams, quizzes or assignments scheduled outside supervised classroom time.
- If appropriate, such as the case of a synchronous exam or quiz, I will complete the exam or quiz at the designated time and submit the Sanctions. Students should consider very carefully the penalties for cheating and other violations of Academic Integrity. Faculty members are responsible for evaluating students' work, verifying the originality of assignments, and enforcing the university's standards of fairness and academic honesty. Professors who have questions about the originality of student work may question students about the methods and materials used on a paper or assignment; they may also ask to see notes, rough drafts or other materials. Faculty members also have access to plagiarism detection software. Finally, the Office of Academic Integrity provides guidance, support and mediation to both faculty and students. If a student has violated the Code of Academic Integrity, he/she will be subject to an appropriate sanction, which can include, for example:
 - A reduced or failing grade on an assignment;
 - A reduced or failing grade in the course;
 - Suspension from the University for 1 to 2 semesters;
 - Expulsion from the University.

Sanctions within a given course are determined and enforced by the professor of that course. Suspension or expulsion is determined by the Provost and will be enforced in the case of repeat offenses.

Procedure for Violations of Academic Integrity

Incident Reports and Resolution Forms

Minor infractions and first-time offenses may often be resolved between the professor and the student concerned. The professor may choose to consult with his/her Department Chair, the Office of Academic Integrity or the Dean of the University. Students may consult with their academic advisor, the Office of Student Development, the Office of Academic Integrity or student members of the Honor Board. In order to facilitate these processes, the Office of Academic Integrity provides a Faculty-Student Resolution Form. The forms are available on-line at:

[https://www.aup.edu/sites/default/files/download/Academics/academic-resources/academic-resource-center/Academic Integrity Form.pdf](https://www.aup.edu/sites/default/files/download/Academics/academic-resources/academic-resource-center/Academic%20Integrity%20Form.pdf). Resolution forms allow the professor and the student to come to an agreement upon the circumstances and the penalty for violations. If a student chooses to dispute the outcome of a particular incident, the matter will be referred to the Office of Academic Integrity for mediation.

The Office of Academic Integrity

Academic Integrity incidents are reported to the Office of Academic Integrity, which maintains a confidential record of such incidents. If a student is found to violate academic integrity more than once, the information will be reported to the Provost for further action. The Director of the Office of Academic Integrity will serve as an impartial mediator in the case where disputes cannot be resolved between the faculty member and a student. Confidential questions and concerns may be sent to academicintegrity@aup.edu.

The Honor Board

If a student disputes or appeals the findings of the Office of Academic Integrity, the case will be referred to the Honor Board. Students may request an advocate from Student Development or from the Honor Board at any time during the formal procedures. Honor Board decisions are final, and only the President of the University can reverse such a decision. A confidential written record of Honor Board proceedings will be kept on file in the Office of Student Development, and a written record of the Honor Board's conclusions will be placed in the student's file.

Composition of the Honor Board

The Honor Board is composed of seven members who are prepared to meet at least once per semester. Its membership includes: two teaching faculty members (appointed by the Chair of the Faculty Senate), the Director of the Office of Academic Integrity, the Dean of Student Services, the Provost, the GSC President or his/her Appointee, and the SGA President or his/her Appointee.

Procedure for Challenges of a Final Grade

The University recognizes the right of its students to be fully informed about the grading policies used in each class and provides them with an opportunity to appeal when they believe that they have been erroneously or unfairly graded. Students should understand the following:

- The American University of Paris presumes that its faculty members are professional and will grade students fairly, consistently and objectively;

- A challenge of grade procedure is a serious intrusion upon teaching prerogatives, and needs to be carefully thought through and reviewed before being initiated.

If a student suspects that an error has been made in recording a final grade, he/she should immediately contact the professor. If an error is detected, professors may request a grade change (see change of grade policy).

Should a student dispute a final grade, the first required step is communication with the instructor and the department chair or graduate program director, the second step is filing a formal appeal with the Associate Dean. A student may not formally challenge a grade without having followed through the following levels of communication.

The instructor

When a student wishes to challenge a final grade, the first step is informal. A student contacts his/her instructor with any queries about a grade. This is the moment for the instructor to review grades and grading methodology with the student. At the end of this discussion, if the dispute persists the student would then get in touch with the Chair of the relevant department (or the relevant graduate program director).

The department chair

A student should only contact the Chair of the relevant department (or the relevant graduate program director) after a thorough discussion with the instructor of the course. The Chair or graduate program director will meet with the student and the faculty member, providing an independent review, helping to mediate the dispute. If, after having completed both levels of communication, the dispute persists, a student wishing to formally challenge a final grade must meet all of the requirements for a formal grade appeal.

Specifically, the student must:

- Be able to demonstrate having followed the above required channels of communication with both the instructor and department chair or graduate program director;
- Demonstrate that communication with the instructor regarding the grade was initiated within 30 days of when the final grade was awarded; and
- Be able to provide copies of graded assignments along with any other relevant documents to support the appeal.

Step 1

- The student submits a written statement to the Associate Dean. The appeal must be submitted by the end of the semester following the assignment of the grade.
- The appeal statement must include all of the following items:

- The title of the course and the name of the instructor;
- A thorough written statement including details of the grade that was given and the reasons for the appeal;
- A copy of all relevant related documents (i.e., papers, exams, etc.).

Step 2

- The Associate Dean will respond in writing within 15 days, acknowledging receipt of the appeal.
- The Associate Dean will discuss the issue with the student, the instructor and the chair (program director in the case of a graduate student), seeking informal ways of resolving the disagreement.
- If the student is not satisfied with the results of this attempt, and if a minimum burden of proof is met, Step 3 will be implemented.

Step 3

- The Associate Dean will convene the Challenge of Grade Appeal Committee. The Committee consists of the Associate Dean (or his/her representative) who chairs the committee, the department chair (or program director in the case of a graduate student), two faculty members elected from the respective department, the student's advisor (or a faculty member chosen by the student).
- The Committee investigates, consults with all the parties involved, and by a majority vote, decides on an appropriate action decision of the Committee is final.
- The Committee sends the involved parties a written response to the appeal.

[Final Grade Challenge Procedure | The American University of Paris \(aup.edu\)](#)

Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law of the United States of America designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA states that students have the right to inspect and review all of their own educational records, which are maintained by the school. Only the student can request access to his/her own records.

Students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement in the file describing the contested information.

Generally, schools must have explicit permission from the student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- A member of the AUP community with a legitimate educational interest and in order to fulfill his/her official responsibilities. School officials (university employees and representatives of agencies under contract with the University) have "legitimate educational interest" if the information needed is essential in carrying out their duties in support of AUP's educational mission;
- Other schools to which a student is transferring;
- Certain government officials, in order to carry out lawful functions;
- Appropriate parties in connection with financial aid;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas; and
- Persons who need to know in cases of health and safety emergencies.

If permission is granted by the student, the school may disclose "directory" information, such as enrollment, semesters attended, college level, full-time/part-time, major, and degree.

According to FERPA, a student's grades are confidential and may not be released, even to his/her parents, without the student's explicit consent.

At the start of every semester, students must verify their privacy settings in regard to the release of directory, address, and grade information. Students should also ensure that their FERPA release form is up to date.

At any time, students can change their privacy settings online and inform themselves about their rights under FERPA at <https://www.aup.edu/academics/academic-career-resources/registrars-office/privacy-policy>.

Privacy

AUP is compliant with FERPA, French privacy regulations mandated by the CNIL (Commission Nationale de l'Informatique et des Libertes) and is committed to the European GDPR (General Data

Protection Regulations) standards.

Degree Audits

Junior Degree Check

All students entering their third year (i.e., having earned between 64 and 80 credits), are required to complete a Junior Degree Check with their academic advisor. This third-year audit verifies the student's academic progress to ensure a timely schedule for graduation. All Junior Degree Checks are verified by The ACE Center.

Graduation and Honors

Graduation Application

Degree applications are to be completed in April for students graduating in the subsequent fall and in November for students graduating in the following spring or summer. Failure to submit this mandatory graduation request in a timely manner could result in exclusion from the May graduation ceremony.

Honors

Several different types of honors exist at AUP, as listed below.

- **Provost's List:** Students who have achieved a distinguished level of academic performance are honored each semester by being named to the Provost's list. Students are eligible for Provost's List honors after they have completed 16 graded semester credits at The American University of Paris; if they have not received an "Incomplete" in a course or taken any courses on a "Credit/No Credit" basis; and have earned a semester grade point average of 3.50 or above with no grade below "C+" (2.3 GPA). Students taking a course with an obligatory "Credit/No Credit" grading policy (internship, external language course) are not excluded from Provost's List consideration.
- **Departmental Academic Honors:** Academic Honors are a tradition in the curriculum of The American University of Paris. Some degree programs offer an honors track to exceptionally motivated students who wish to be challenged beyond the scope of regular degree requirements (see Program Requirements for more information).
- **Graduation Honors:** Graduation Honors are awarded to candidates for the bachelor's degree whose cumulative grade point average is as follows: 3.90 or above for summa cum laude; 3.70-3.899 for magna cum laude; and 3.50-3.699 for cum laude.

Global Professional Skills Certificate Program (GPS Program)

Students who complete the GPS program receive a certificate at the GPS Award Ceremony in May. They also receive honor cords at commencement and have their GPS achievement read at the Commencement Ceremony.

Honor Societies

Chapters of the following academic honor societies exist at The American University of Paris:

- PI DELTA PHI (National French Honor Society),
- PHI SIGMA IOTA (International Foreign Language Honor Society),
- SIGMA TAU DELTA (National English Honor Society),
- OMICRON DELTA EPSILON (International Economics Honor Society).

Non-Academic Policies

The Guide to Student Rights & Responsibilities includes essential information about student activities on and off campus, the university policy on sexual harassment, a list of sanctions for violations of the code of student conduct, judicial procedures and a review of procedural fairness in disciplinary cases. All students should be familiar with their rights and responsibilities. Access the guide at the following URL.

[Non-Academic Policies | The American University of Paris \(aup.edu\)](#)

Summer Term

From the beginning of June to the end of July, The American University of Paris offers a variety of credit-bearing courses adapted to fit the intensive study format of a summer term. Enrollment is open to returning AUP students as well as visitors, 18 and older, who are required to stay in AUP Housing unless they receive an approved Housing exemption. The flexible schedule allows students to earn up to 11 credits in either a six-week session, or in one or two three-week sessions. AUP offers a three-week French Immersion program as well as three-week intensive courses. Policies that are specific to the summer term are indicated below.

Prerequisites

Enrollment may require prior successful completion of prerequisite courses, as indicated in the course description. Visiting students should contact an academic advisor at their home institution regarding the equivalence of prerequisites, and the specific transferability of AUP courses.

Drop/Add Period

During the summer term a student can modify his/her registration during the Drop/Add Period. Please refer to the academic calendar on the website for Drop/Add dates specific to the session. Student may add a course or adjust their existing schedule up to 11 credits.

In keeping with the Summer Refund Policy, no tuition refund can be made once classes have started.

French Immersion

Students may enroll for both sessions of French Immersion. However, it must be understood that placement in each session is strictly determined by level, and attendance in the first session in no way guarantees that a student will move up a level for the second session. French level is determined by an online placement exam taken prior to arrival on campus and is confirmed at the mandatory French Immersion session during the Summer Orientation.

Attendance and Absences

Students studying at The American University of Paris are expected to attend all scheduled classes. AUP summer term classes are intensive and the increased pace makes it difficult to catch up on missed work. Some departments, such as the Department of French

Studies and Modern Languages, have their own absence policy. Students must be mindful of this when making their travel arrangements and during the Drop/Add period in which absences are treated as they would be during the rest of the term. One exception to this rule would be

participation in a mandatory course-related study trip that may exceptionally cause an absence in another class. The Office of Academic Affairs will excuse one such course-related absence during the summer term.

Final Exams

Final exams are given on the last day of class and will not be administered outside of their scheduled time slots for any reason.

Grading

Grades are reported at the end the session. Grades are neither discussed over the telephone nor given out by e-mail.

Withdrawal from a Course

A course that is dropped during the summer term Drop/Add period is not recorded on the transcript.

However, the regular tuition refund schedule applies. Course withdrawals after this date will be recorded on the transcript as a “W” and no refund will be made. Students must use the Course Withdrawal web form available on the Academic Forms webpage.

AUP Transcripts

The request for an AUP transcript should be made online at:

<https://www.aup.edu/academics/academic-career-resources/registrars-office/transcripts>.

Program Requirements

Graduation Requirements – Graduate

Requirements and credit counts differ for the various Master's programs at AUP.

Graduate students must maintain a cumulative grade point average (GPA) of 3.00. Students with a GPA of less than 3.00 will be placed on probation. Only two grades of C (or C+) may be counted towards an M.A. degree. Students do not earn credit for grades below C.

Cross-Disciplinary Enrollments

Depending on individual graduate program requirements, a student may request to take a graduate-level course offered by another department outside the student's program. Access to such courses is limited on a space-available basis and subject to program director prior approval. However, no more than eight (8) credit hours may be substituted outside the program's disciplinary base.

Studying French

Full-time graduate students may apply to audit one French course per semester. Graduate students who wish to study French may audit one undergraduate course per semester at no additional cost (fall/spring semesters). A placement exam is required to determine the appropriate level. Access to French courses is on a space-available basis. As French is a participatory course, AUP attendance policy applies to French course audits.

Current graduate students may request to participate in the French Immersion program offered each summer as an auditor. A reduced rate is charged for the immersion, plus a nominal fee to cover the costs of the coffee/croissant break.

Degree Programs – Graduate

Requirements for each of the Master's programs are shown below. All courses carry four credits unless otherwise noted.

Program requirements are available as an online catalog: [Graduate Requirements | The American University of Paris \(aup.edu\)](https://www.aup.edu/graduate-requirements)

Graduation Requirements – Undergraduate

A Bachelor's degree usually requires four academic years of study and a minimum of 128 credit hours, which are accumulated by taking a series of courses. Each completed course counts as one to four credits toward a degree.

Students graduate with one of two degrees, the Bachelor of Arts (BA) or the Bachelor of Science (BSc), depending on the academic discipline studied. BA and BSc Degrees are awarded to candidates who meet the following criteria:

- Completion of a minimum of 128 credits, distributed among:
 - Core Curriculum Requirements (GLACC)
 - Major / Minor requirements
 - Electives
- A minimum GPA of 2.00 with no grade below “C-” in courses specified as requirements for the major and/or for the minor.
- At least 64 credits, including the last 16, earned in residence at AUP.
- Completion of at least half the upper-level courses required for the degree at The American University of Paris.
- Any additional restrictions imposed by specific departments.

Students are awarded the BA or BSc degree based on requirements in effect at the time of matriculation. However, the student may choose to follow any new requirements implemented during his/her time at AUP.

The University confers degrees in January, May, and July. A graduation ceremony is held in May for students (both graduate and undergraduate) who have completed all the necessary graduation requirements. Students who are expected to finish all their degree requirements in the summer semester may also participate in the ceremony.

These grade requirements are effective for all students completing degree requirements from the catalog year of 2022-23 or later, regardless of their semester of matriculation.

[Graduation Requirements - Undergraduate | The American University of Paris \(aup.edu\)](#)

Global Liberal Arts Core Curriculum – Undergraduate

A pillar of the American model of education is the core curriculum program that exposes students to a broad range of academic disciplines. In the American system, this fundamental stream of courses is balanced by concentrated or specialized study in a single discipline or major. AUP's Global Liberal Arts Core Curriculum (GLACC) has been designed to complement work in the major

by running parallel with the student's academic trajectory. Students must fulfill Core Curriculum requirements in the following areas:

- First Year Integrative Inquiry (includes FirstBridge for First Years only) for First Years only)
- Critical Inquiry and Expression
- Quantitative Reasoning
- Experimental Reasoning
- Expression française
- Disciplinary Research Methods and Writing
- Digital Literacy and Communication
- AUP Capstone
- Experiential Learning

FirstBridge

First Year students begin their Core Curriculum studies with a FirstBridge during their first semester at AUP. This program is a set of two creatively joined courses linked by a Reflective Seminar. Each set of FirstBridge courses will connect multiple academic disciplines, with a team of two AUP professors, and with Paris itself. Once a week, FirstBridge classes meet for a Reflective Seminar led by the professors. Throughout FirstBridge, students explore a range of interdisciplinary issues and questions, complete individual and team projects, and enjoy occasional field trips in Paris, France, or other European countries, while improving skills in writing, public speaking, and information literacy. The FirstBridge program carries eight credits. FirstBridge courses are coded CCI and count towards the Integrative Inquiry requirement of AUP's Core Curriculum. FirstBridge courses may not apply to the major.

Integrative Inquiry (CCI)

The Integrative Inquiry requirement encourages students to engage with questions and acquire skills that enable them to communicate effectively and act responsibly in a world of diverse languages and cultures. These courses will require students to engage in interdisciplinary and multidisciplinary inquiry on problems related to aesthetic and creative expression, difference and cultural boundaries, and civic and ethical problems at both the local and global level. This requirement is fulfilled by the completion of four courses coded CCI. First Years are required to take four CCI courses: FirstBridge and two CCI courses outside of the major disciplinary base. Transfer students are required to take four CCI courses outside of the major disciplinary base. At least one of the four courses must be completed at AUP. In cases of double majors in different disciplinary bases or pluridisciplinary majors, AUP does allow exceptions to the CCI overlap with the disciplinary major base rule.

Experiential Learning (CCX)

Experiential courses provide opportunities for students to engage in activities that link them directly and concretely to the world outside the classroom. These experiences allow students to construct personal narratives about and the meaningfulness of that experience. Through this, their learning

deepens and possibilities for personal growth are made manifold. Experiential learning courses are coded CCX. Internships registered with AUP fulfill the CCX requirement, as does successful completion of the Global Professional Skills (GPS) Program.

Research, Interpretation and Writing (CCE)

This requirement consists of up to eight credits (two courses) in English writing. EN courses require substantial reading, analysis, writing and revision in the context of important works of world literature in a range of genres. Students fulfill this requirement, in most cases, with one semester of EN 1010 (College Writing) and one semester of EN 2020 (Writing and Criticism). Depending on placement test results, students may have to complete additional English courses before embarking on this requirement. Entering first years take the AUP English Placement Test during Orientation. The test determines whether a student will need to take prerequisites before following the Critical Inquiry and Expression requirement. Students may also be exempt from the requirement if they place above EN 2020. Since writing in English is foundational for succeeding in most other courses, a grade of “C” or above must be earned in these courses to meet the Core Curriculum requirement. Transfer students may be awarded transfer credits for the equivalent of English Composition I and II from an Anglophone university. However, students who are unable to demonstrate English writing proficiency sufficient for upper-level coursework will, on the advice of their professors and advisor, be placed in an appropriate EN class. All advanced standing credits in English, regardless of exams taken, will transfer in as “free elective” credits if the exam results were the equivalent of “C” or above. These qualifications do not contribute to fulfilling the Critical Inquiry and Expression English core curriculum requirement. EN 2020, which fulfills the Critical Inquiry and Expression core curriculum requirement, is coded CCE.

Digital Literacy and Communication (CCD)

Digital Literacy courses teach skills in digital collaboration, writing and publishing, data management and preservation, data analysis and presentation, and research – as well as the ethics and implications of these practices. Students will enhance their ability to use a range of digital tools and technology-enabled methodologies. This requirement helps students develop a 21st century skillset required in all fields; for students to progress in their chosen field they need to understand how their discipline manages digital information and uses digital tools to communicate. As such, this requirement is fulfilled through a specific course within the student’s major, which is relevant to that industry/field of study. Students must take this course, identified with a course type of CCD, to fulfil both their GLACC and major requirements.

Disciplinary Research Methods/Writing In The Discipline (CCR)

Discipline specific research and writing methods build upon the skills acquired in the two writing requirements completed during the Research, Interpretation and Writing courses. These courses, identified with a course type of CCR, help students to create a disciplinary voice, preparing them for their capstone. This requirement is fulfilled through a specific course within the student’s major, which is relevant to that industry/field of study. Students must take this course to fulfil both their GLACC and major requirements.

Quantitative Reasoning (CCM)

Quantitative and experimental reasoning are essential to analyzing, understanding, and solving both local and global problems in the 21st-century. These courses enhance a student's ability to analyze data, understand the scientific method, and learn to differentiate between evidence and anecdote. AUP students must take one Quantitative Reasoning course (MA1005, MA1020, MA1025, MA1030 – depending on placement). Prior to starting at AUP, all entering students are required to take one or more math placement tests, depending on their major. Based on placement test results and any potential transfer equivalencies, students may have to complete additional Math courses before embarking on this requirement. Conversely, students may also be exempt from the requirement if they receive a placement score that indicates “CCM Waived”. Courses in this category are coded with the course type CCM.

Experimental Reasoning (CCS)

AUP students must complete one Experimental Reasoning course (laboratory science class), in which they'll gain knowledge of core concepts in a scientific field, interpret scientific data from a variety of sources, apply the scientific method to solve problems, and demonstrate written and oral presentation skills to communicate scientific knowledge. Courses in this category are coded CCS< and include a required lab component.

Expression Française (CCF)

AUP students are required to complete up to two courses in French language to facilitate their integration in Paris (FR1100: French & Culture I and FR1200: French & Culture II). All new students must take a French placement test (unless exempt, for example students holding the French Baccalauréat diploma). Either by means of exemption or completion of the necessary French language sequence, students must demonstrate a proficiency level equivalent to that obtained in FR1200 (French and Culture II). A minimum grade of “C” is required in French courses in order to fulfill the requirement. FR1200, which fulfills the Expression Française core curriculum requirement, is coded CCF.

AUP Capstone (CCC)

Every student at AUP must complete a capstone project: Honors Thesis, Senior Seminar, Senior Project, Portfolio, etc., the options of which are specified uniquely for each major. In completing the capstone, students will put to use the knowledge and skills acquired through both the core curriculum and their major requirements to a disciplinary or interdisciplinary, cumulative, or project-based experience to express their growth and the totality of their learning while at AUP. A key feature of the capstone, students will engage in the self-assessment, reflection and analysis of this process that prepares them for future success and be able to articulate this to future educational and professional interlocutors. Capstone courses are coded with a course type of CCC, and are typically completed in the student's senior year, often the last semester.

[Global Liberal Arts Core Curriculum \(GLACC\) | The American University of Paris \(aup.edu\)](#)

Majors - Undergraduate

The American University of Paris offers majors in the following fields of study:

- Art History
- Communication and Civil Society
- Comparative Literature
- Computer Science
- Creative Writing
- Entrepreneurship, Management & Sustainability
- Environmental Studies
- Fashion Studies
- Film Studies
- Fine Arts
- Gender, Sexuality and Society
- Global Communications
- Global French Studies
- History
- History, Law, and Society
- International Business Administration
- International and Comparative Politics
- International Economics
- International Finance
- Journalism
- Marketing
- Mathematics and Computer Science
- Middle East Pluralities
- Philosophy
- Philosophy, Politics and Economics
- Psychology
- Quantitative Economics and Finance
- Quantitative Environmental Science
- Self-Designed Major

Specific requirements for each of the major are indicated in the online catalog:

[Major Requirements | The American University of Paris \(aup.edu\)](#)

Second Diploma

Graduates of The American University of Paris may pursue a second BA or BS degree at the institution. To do so they must obtain prior approval from the Associate Dean for Academic

Administration, have a GPA of 3.00 or above, and take at least 32 additional credits in residence. The program for the second degree must conform to all the requirements for the major in the field.

Double Majors

Students may elect to graduate with two majors. In such instances, students must fulfill the requirements for each of the majors. In satisfying the requirements of two majors, some courses may be found to be applicable to both. Such courses (including cross-listed offerings) may be counted towards each major, but not beyond a maximum permitted overlap of 5 (four- credit) courses.

Minors

Students may choose to further broaden their academic program by completing one of the many minors offered by AUP. Minors are currently offered in the following areas:

- Ancient Greek
- Applied Mathematics
- Art History
- Classical Civilization
- Comparative Literature
- Comparative Political Communication
- Computer Science
- Creative Writing
- Critical Theory
- Data Science
- Ecological and Environmental Economics
- Economics
- Entrepreneurship
- Environmental Policy
- Environmental Science
- Fashion Studies
- Film Studies
- Fine Arts
- French
- Gender Studies
- Global Communications
- History
- Information and Communication Technologies
- Institutions and Economic Development
- International Business Administration

- International Law
- Journalism
- Latin
- Linguistics
- Marketing Management
- Medieval Studies
- Middle Eastern and Islamic Cultures
- Parisian Studies
- Philosophy
- Politics
- Psychology
- Sociocultural Anthropology
- Statistics
- Theater and Performance
- Visual Culture

Most minors consist of 20 credit hours, but some total as many as 24 credit hours. Minors must be completed at the same time as the BA or BS degree. No more than 8 credits from courses taken outside AUP may be applied towards a minor, and these courses must be specifically accepted by the department supervising the minor. All courses counting towards a minor must be completed with a minimum 2.00 cumulative grade point average, with no individual grade lower than “C-” Courses taken to satisfy requirements for a minor must include at least three courses which are not being applied towards a major or another minor. Courses taken to satisfy the Global Liberal Arts Core Curriculum requirements, including FirstBridge courses, may be applied towards a minor. Minors do not appear on diplomas but are noted on students' transcripts. A self-designed minor is an option for students with a GPA of 3.5 or above; the student and his or her advisor design these minors.

Specific requirements for each of the minors are indicated in the online catalog:

[Minor Requirements | The American University of Paris \(aup.edu\)](https://www.aup.edu/minor-requirements)