

## AUP Credit Hour Policy

The American University of Paris requires that all students seeking a Bachelor's degree complete a minimum of 128 credits. A standard load for an undergraduate in a regular semester is 4 x 4 credit courses, which is typical of a liberal arts curriculum in which deep exploration and extensive reading and writing are the norms. Master's degrees vary by discipline and length of study but range from 32 to 64 credits. A standard load in a regular semester for a graduate student that is not the last semester in the program is between 16 and 18 credits.

The measure of academic credit at The American University of Paris is the credit hour, which represents 1 hour of classroom or direct faculty instruction and a minimum of 2 to 3 hours of out-of-classroom student work. The American University of Paris holds 2 x 15 week semesters, 1 x 6 week summer term, and 2 x 3 week intensive summer terms. The class period is specified at 1 hour 20 minutes during fall and spring semesters. The class period during the 6 week summer term is specified at 1 hour 40 minutes. The class period during either of the 3 week summer terms is specified at 3 hours 30 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 hours minimum for a 4 credit course). A standard class period during the regular semester is 80 minutes and the mandatory exam period is 150 minutes.

### Standard courses:

Our 4 credit course types (undergraduate and graduate) are as follows:

1. The typical graduate and undergraduate lecture course (4 credits) meets twice a week during the semester. In addition, each course has a mandatory final exam period. Each course must meet for a total of 26 sessions during each fall or spring semester.
2. Foreign language courses (4 credits) have specific need for more intensive contact hours, therefore each foreign language course must meet for a minimum of 39 sessions during the semester. The French department in particular requires an additional 13 sessions with a teaching assistant. The additional contact hours are to ensure expected student learning outcomes.
3. Certain math courses (4 credits) must meet for a minimum of 39 sessions during the semester in order to ensure expected student learning outcomes.
4. All laboratory science courses (4 credits) must have a lecture component (26 during the semester) as well as an additional 26 sessions of dedicated laboratory time.
5. Specific computer science courses (5 credits) must meet for a minimum of 39 sessions during the semester. These specific courses require a heavier out of course preparation and practice than other courses.

### Two or fewer credit courses:

1. A typical 2 credit course meets once a week during the semester. Each 2 credit course has a standard final exam. A 2 credit course meets for a total of 13 sessions during the semester in addition to the final exam.

### Flexibly scheduled or short courses:

AUP offers a variety of course formats that do not follow the typical semester calendar. Examples would be as follows:

1. Graduate program modules (2 credits) require 18 hours of contact, intensive student preparation prior to the sessions, and a substantive written assignment.
2. Graduate program modules (1 credit) require 10 hours of contact over the course of the semester. Similarly to 2 credit modules, 2 credit modules require intensive student preparation and are followed by a substantive written assignment.

Summer courses (primarily 4 credits), regardless of program length or intensity, are required to meet our standard ratio of contact hours to credit awarded, as listed above. To ensure desired student learning outcomes, the number of credits students may take during short-term registrations is limited.

### Courses that do not adhere to the standard definition of a credit hour:

1. A **Directed Study** (1-4 credit) allows the exceptional degree-seeking student to work within an area of specific academic interest under the direct supervision of a faculty member. The student is expected to develop his or her topic in close collaboration with the faculty supervisor. A maximum of 8 credits of directed study credit may be applied toward graduation. Among other requirements, undergraduate students must be in their third year with a minimum cumulative 3.0 GPA. Graduate students must have a minimum cumulative 3.5 GPA. Expected outcomes: a predefined number of sessions with the project sponsor as well as a minimum of 10 pages of final written assessment per credit awarded. Directed study projects must be approved by the student's advisor, the department chair/program coordinator as well as the Office of Academic Affairs.
2. A **Senior Project** (4 credits) is similar to a directed study insofar as it is an independent project subject to approval. A senior project serves as an undergraduate thesis and carries 4 credits. Certain majors specifically require a senior project. Others require either a senior seminar or a senior project. Expected outcomes: a predetermined number of sessions with the project supervisor as well as a senior thesis of at least 40 pages.
3. The **Practica** (4 credits), offered through The American University of Paris, are intensive courses taught under the direct supervision of a faculty member and accompanied by hands-on application of the subject matter in question. These take multiple forms. An example would be the month-long Sustainable Development Practicum taught in India over the December/January break. Expected outcomes: field notes, interviews, blog participation, final project submission, final essay.
4. A **Graduate Thesis** (4 to 8 credits) is required by most of our graduate programs. The length of the thesis and number of credit awarded varies per program and is, in general, linked to the length of the program. Some departments require a lengthier thesis than others. Each thesis has 2 faculty readers: a primary reader and a secondary reader. An abstract of the thesis proposal and requested readers is subject to the approval of the program director and the Office of Academic Affairs. Once defended and updated with required changes, a bound copy of each thesis must be submitted to the University Library. Program thesis credit requirements and word limits are as follows:

|                          |                   | Through<br>Academic Year<br>2013-2014 | Starting<br>Academic Year<br>2014-2015 |
|--------------------------|-------------------|---------------------------------------|--|
| <b>MA thesis details</b> | <b>word limit</b> | <b>credits</b>                        | <b>credits</b>                         |
| MIA                      | 10- 15,000        | 8                                     | <b>12</b>                              |
| MIN                      | 12,000            | 6                                     | 6                                      |
| MAIS                     | 15,000            | 8                                     | 8                                      |
| MGCS (no longer offered) | 15-20,000         | 8                                     | N/A                                    |
| MPPA                     | 20,000            | 8                                     | 8                                      |
| MAC                      | 14-20,000         | 8                                     | 8                                      |
| MEIS,                    | 10,000            | 4                                     | <b>6</b>                               |
| MEISL                    | 20,000            | 8                                     | 8                                      |
| ISL, MEL                 | 10,000            | 4                                     | 4                                      |
| MCT                      | 15- 25,000        | 6                                     | 6                                      |
| MCB                      | 12,000            | 4                                     | 4                                      |

5. A **credit-bearing Internship** opportunity (1 to 4 credits at undergraduate level, 4 to 8 credits at the graduate level) is available to both undergraduate and graduate students. A minimum number of working hours is required for each credit awarded. All internships require both a student and employer evaluation of the internship. Undergraduates may apply a maximum of 4 credits of internship to graduation. Graduate students may apply credits to graduation where programs allow. With the exception of a 1 credit undergraduate internship, all internship credits require a written report as part of the graded internship portfolio that has a direct ratio to the number of credits awarded. Below is a table outlining the basic requirements for each type of internship:

| <b>Internship type</b>  | <b>Minimum hours worked</b> | <b>Report (written pages)</b>     | <b>Grade</b> |
|-------------------------|-----------------------------|-----------------------------------|--------------|
| Undergraduate 1 credit  | 120 hours                   | No report, but portfolio required | CR/NC        |
| Undergraduate 2 credits | 160 hours                   | 7 pages                           | CR/NC        |
| Undergraduate 3 credits | 160 hours                   | 10 pages                          | CR/NC        |
| Undergraduate 4 credits | 160 hours                   | 15 pages                          | CR/NC        |
| Graduate 4 credits      | 160 hours                   | 25 pages                          | Letter grade |
| Graduate 8 credits      | 240 hours                   | 50-60 pages                       | Letter grade |

6. A **Portfolio** (1 credit) requirement exists as part of several majors. This is a 1 credit course supervised by a department faculty member. The goal of the portfolio is to display the highlights of the student's performance. The portfolio is an excellent source of departmental learning outcomes assessment and complements students' résumés for job hunting and/or graduate school applications.
  
7. **Les Jeunes ont la Parole** (1 credit) is a practicum permitting students to spend time studying individual works of art housed within the Louvre. The outcome of the practicum is the preparation of formal presentations under the supervision of an art historian as part of the Louvre museum's program (*Les Jeunes ont la Parole*). This exercise requires students to present their work to museum visitors at designated times in multiple languages. Students may participate in the program multiple times for academic credit.