

1. PURPOSE

The American University of Paris offers exceptionally motivated students the opportunity to apply for entry into a Bachelor's/Master's Program in any of the master's programs at the American University of Paris. This policy ensures consistency and clarity in terms of the application process and academic standing requirements pertaining to these Programs. Students are eligible to apply from any AUP major and must have a minimum cumulative GPA of 3.00 at the time of application. Students must maintain a cumulative GPA of 3.00 throughout the program in order to graduate with the master's degree. Students who successfully complete the program will earn two degrees: a BA/BSc and an MA/MSc degree.

2. WHO IS AFFECTED BY THIS POLICY

Students, faculty, and staff.

3. LEGAL CONTEXT OR REGULATORY BODY

Middle States Commission on Higher Education

4. POLICY STATEMENT

Application Process

- **Timing**

Students must have junior standing (at least 64 credits earned) at the time they apply. Expression of interest forms for Bachelor's/Master's Programs should be submitted to the AUP Admissions Office before the beginning of the second semester of junior year (or before 80 credit hours are reached). Students can petition for an exception and submit an expression of interest as late as 96 earned (112 in progress) credits. Students need to be enrolled at the University or on declared Leave of Absence and must have a minimum cumulative GPA of 3.00 at the time of submission. Students who transferred to AUP and who do not yet have an AUP GPA or who have only one-semester of AUP coursework may use their previous university transcripts (which AUP has on file) in place of the AUP GPA. Candidates are eligible to apply from any AUP major to any master's program.

- **Application & Acceptance**

Step 1: Meet with ACE

To begin the application process, all candidates must meet with a professional staff advisor at the ACE Center and submit (or re-submit) a Junior Degree Check (JDC) that clearly lays out the student's plan to complete the requirements of their bachelor's degree while layering in up to 8-credits worth of master's course work during senior year.

Step 2: Expression of interest form

The expression of interest form serves as a streamlined application process. Having met with a professional staff advisor, interested applicants should complete the expression of interest form to be admitted into the Bachelor's/Master's Program of their choice.

Step 3: Provisional acceptance into master's program of choice

Expression of interest forms will be review by the AUP Admissions Office and by the Program Director of the student's program of choice. Successful applicants will be notified of their provisional acceptance into the program conditional upon their successful completion of their master's coursework and their bachelor's degree (details below in *Academic Standing Requirements*).

Step 4: Enrollment into first master course in first seme

Once provisionally accepted into the Bachelor's/Master's Program the student will be enrolled into their first master course during the senior year by the Office of the Registrar. The Office of the Registrar will make every effort to enroll the student into their first-choice course, depending on space availability.

Step 5: Formal acceptance

Upon successful completion of first master course, the Master Program Director will evaluate the student's dossier and issue a letter of confirmation of formal acceptance into the program. Students may defer admission into the program by one semester (admitted for Fall entry may defer to Spring; admitted for Spring entry may defer to Fall). Students seeking to defer for more than one semester must seek approval from the AUP Vice President and Director of Enrollment Management.

Step 6: Completion of second master course and bachelor's degree.

During the registration period of the first semester of the senior year students will register their undergraduate courses for their final semester via the student portal (as usual) and will submit a webform to the Office of the Registrar with their course selection for their final master level course. The Office of the Registrar will make every effort to enroll the student into their first-choice course, depending on space availability.

Step 7: Official matriculation into master program.

Upon successful completion of the bachelor's degree, the student will be officially matriculated into the master's program. At this point, the student will be treated as any new student to an AUP master's program with some slight differences regarding orientation, and from an advising perspective, will be handed over to the Office of Graduate Programs and the Program Director of their master's program.

Academic Requirements & Information

Students who are provisionally accepted into a Bachelor's/Master's Program must maintain a minimum cumulative GPA of 3.00 in all semesters when they are taking graduate courses and through the entirety of their master's degree. The minimum passing grade in Master courses is B-. However, it is possible to count two course C grade towards the Master's degree on the condition of continuously maintaining a 3.0 grade point average.

The Master courses successfully completed during the Undergraduate senior year will be transferred towards the Graduate transcript, including the final grade. These courses will be counted once for each degree. The final grade will be transferred in as well, and as such, the grade is master's level coursework taken during the senior year as part of the Bachelor's/Master's Program will impact both the bachelor's and master's level GPAs.

Students will be able to take up to 8 credits of graduate courses during their final two undergraduate semesters, allowing them to complete their master's degree at AUP earlier than they would have otherwise. Students need to have a minimum of 96 earned credits and to be officially enrolled in the accelerated degree program to be allowed to take graduate courses.

Degree Completion

Students who successfully complete the accelerated program will earn two degrees: a BA/BSc and an MA/MSc degree. This means that students will be invited to participate in the AUP Commencement Ceremony twice: once for their bachelor's degree and once for their master's degree. In all cases, in order to earn their undergraduate degree, students who choose to withdraw their application must meet all their undergraduate degree requirements or must have completed the full MA/MSc 4-credit course substitutions as defined by the graduate program they had been enrolled in. Other substitution courses for undergraduate credits may be agreed upon with the student's graduate program advisor and must be officially confirmed by the program director and the Registrar's Office for the student's record.

Degree Requirements

Students must have completed 96 credits to be able to begin taking graduate classes which will count for both undergraduate and graduate credit. Courses counting toward Bachelor's/Master's Programs must be taken in-house at AUP (no transfer credits).

5. RESPONSIBILITIES

The Office of Admissions' role is to ensure the coherence and integrity of the admissions process, in accordance with the educational requirements of the institution. The Office of the Registrar monitors the calculation of the program GPA, degree auditing and all related record-keeping. The Center for Academic, Career and Experiential Advising assists students with degree planning and oversees the assignment of advisors. The Office of Academic Affairs, in conjunction with academic departments and program directors, ensures the regularity of course offering and the smooth running of the accelerated programs.

6. APPROVALS & HISTORY

This policy was created to accompany the creation of the Bachelor's/Master's programs during the 2020/2021 Academic Year. It was approved by the Leadership Team on September 21, 2021. Next review in November 2024.

7. ISSUING OFFICES AND CONTACT

The Office of the Registrar
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