



# Learning Location Policy

Policy Number: AA048EN  
Last Review: Fall 2023

## 1. PURPOSE

Due to the COVID-19 pandemic, and in addition to the traditional on-campus learning experience, The American University of Paris is offering students the ability to learn remotely in certain circumstances, in response to the challenges faced by both students and universities during this global pandemic.

## 2. WHO IS AFFECTED BY THIS POLICY

Students, Staff, Faculty

## 3. POLICY STATEMENT

For the Fall 2021 semester, students are required to attend all courses on-campus, in person. In situations of visas or vaccine appointments or required self-quarantine periods, which may cause delays to a student's arrival in Paris, they may petition to arrive late. If the petition is approved, the student must attend classes synchronously and remotely until their arrival on-campus. Under no conditions may students arrive on-campus after October 1<sup>st</sup>.

If approval is granted to arrive late, the learning location status and arrival date will become a part of the student's official record.

### Late Arrival

1. Late arrival petitions must be submitted via webform to the Registrar's Office. The petition must be submitted no later than September 1<sup>st</sup>.
2. Petitions will require proof of the reason for the request (visa appointment confirmation, for example).
3. Students must attend classes remotely until their arrival date, synchronously, in the Paris time zone.
4. An arrival date must be provided and must be on or before October 1, 2021. Lack of presence in the classroom after this date will be treated as an absence. It is each student's responsibility to verify the attendance policies with their professor.
5. Hands-on classes cannot be attended remotely. If the student requests and receives approval for a late arrival and is enrolled in a hands-on class, this registration will be dropped. The student can add a replacement course to their registration during drop/add week. The replacement course cannot be a hands-on class.
6. All students studying on campus, including those arriving late, must enroll in the AUP health plan or provide a valid exemption.
7. All students studying on campus, including those arriving late, must maintain legal residency and adhere to Student Immigration Service policies.
8. No refunds will be provided for Housing; partial or otherwise.
9. Tuition refunds will be subject to the tuition policy.

## 4. RESPONSIBILITIES

The Office of the Registrar is responsible for supervising this policy and coordinating with faculty, students and staff as appropriate.

## 5. APPROVALS & HISTORY

This policy was implemented for the Fall 2020 semester and following the 2020 COVID-19 pandemic. The policy has been updated to address the Fall 2021 semester. Last review: Fall 2023.

## 6. ISSUING OFFICE AND CONTACT

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