

1. PURPOSE

This policy defines the criteria that must be met to allow graduate students to earn two consecutive master's degrees at the American University of Paris. In any case, two master's degrees is the maximum amount a student may earn at AUP. Previous degrees earned outside of AUP will also be considered in the review process.

2. WHO IS AFFECTED BY THIS POLICY

This policy affects Graduate Students, returning Graduate Students, the GPRB, Office of the Registrar, graduate program faculty, Admissions, and Academic Affairs.

3. POLICY STATEMENT

I. Conditions

Students wishing to apply for a second master's degree at AUP must be able to clearly indicate the distinct differences of academic training that the second degree has. Interested students will also need to express the relevance that a second master's degree has for future employment and/or academic endeavors. Applicants to a second master must meet with Financial Aid.

Applying to a secondary master's program at AUP is dependent on several steps:

- a. Filing a Secondary Master's Degree Expression of Interest form: Secondary Master's Degree Request - Formstack
 - i. Students must submit a personal statement where reasons for attending a secondary master's degree are expressed in-detail, and intended career outcomes are defined.
- b. If the applicant is benefitting from loans or financial aid, it is obligatory that the student meet with someone from the Financial Aid Office before applying for the secondary program. *Financial aid does not carry over from one program to the next and reapplication is compulsory.
- c. The student must fully complete and earn their first master's degree before beginning the secondary program.
- d. Any outstanding balance with Student Accounting Services must be settled before the student can apply for another program.
- e. The student must be in good academic standing within the university to be eligible to apply for a second master's program. Specifically, students with a GPA lower than 3.0 are ineligible.
- f. It is highly recommended that the student speak with the program director of the program they are interested in to understand if the program aligns with their intended career and/or academic intentions.
- g. All requests will be reviewed closely by the Graduate Programs Office and provost. The provost reserves the right to deny a student from entering the secondary program if the outlined conditions are not met.

II. Overlapping Credits & Courses Applied Towards Two Degrees:

Students approved to take more than one master's degree at AUP may not apply more than 20% of overlapping graduate credit across the degree programs. This means that students may double count only 20% of credits (roughly 8-credits in a 48-credit degree program) required by the two degree-programs.

- a. A maximum of eight credits must be brought into the secondary program from the first.
- b. Only graduate courses in which the student received a final grade of B or better may be considered.
- c. The selection of courses to transfer from the first degree to the second degree is subject to approval and are applied by the Registrar's Office. Students must review course transfers with the Graduate Programs Office and the program director of the secondary degree program.

III. Program Eligibility for Double Degrees

This section stipulates which MA/MSc programs could be considered for double degrees at AUP. The eligibility of a student is case-by-case and may not match the suggested double degree allowances below.

- a. Tracks within a program are not eligible.
- b. Students who have already completed several core classes of the secondary program in their previous degree will not be eligible to take that program.
- c. The following programs may be considered:
 - MAGC graduates – HRDS, MSIM, MADIL, MIN
 - SBM graduates– HRDS, MADIL, MIN
 - MADIL/MIN graduates – MAGC, SBM, MSIM, HRDS (subject to review)
 - HRDS graduates- MAGC, SBM, MSIM, MADIL/MIN (subject to review)
 - MSIM graduates - HRDS, MIN/MADIL, MAGC

4. RESPONSIBILITIES

Student:

Initially, current AUP students must notify the university of their wish to take a second master's degree using this link: [Secondary Master's Degree Request - Formstack](#). If cleared, the Graduate Programs Office will follow-up for a short interview with the student. A notice of approval will be received, and the student will then follow the admissions process to apply for the secondary program.

Students who have left the university and wish to return may follow the normal admissions process, though subject to the same conditions stated in **I. Conditions**.

Academic Affairs: The Graduate Programs Office, Registrar's Office, SIS, SAS, Financial Aid, and Provost):

Will determine the eligibility of an AUP graduate student wishing to attend a secondary MA/MSc degree at the university. These offices will collaborate to assist AUP graduate students in the preliminary procedures of starting a secondary degree program at the university.

Admissions:

Will ensure that the conditions met above have been met, that the student has received approval to enter a secondary degree program, will assist returning graduate students in applying for their secondary degree.

Graduate Program Directors:

Will respect the conditions outlined within the policy while accepting a student into the program as a secondary degree applicant. Assist the Graduate Programs Office with pinpointing which 8-credits of coursework are to carry over from the first degree into the secondary degree.

5. DEFINITIONS/ KEY TERMS

Secondary Degree: The earning of two distinct, separate master's degrees, non-simultaneously, within the university. In this scenario, students will have fully completed one degree and would then reapply through Admissions for a secondary degree.

The outcome gives students:

- 2 separate degrees, 2 distinct diplomas
- 2 entirely different graduate majors

Note: The American University of Paris does not currently offer dual-degree or joint program options at the graduate level, meaning students cannot take two programs at the same time, and matching coursework across two degrees are not automatically applicable to two similar master's degrees.

6. APPROVALS & HISTORY

March 25, 2025	First iteration drafted by The Graduate Programs Office
April 3, 2025	Leadership Team approval.
April 2027	Next review.

7. TIMELINE AND COMMUNICATION/IMPLEMENTATION PLAN

Communication with Graduate Program Directors and across Academic Affairs & Admissions – Fall 2024. The policy should be implemented and effective immediately, applicable to students beginning in Spring 2025 onward.

Review for this policy is every three years through The Graduate Programs Office, in collaboration with crucial members of Academic Affairs: Financial Aid & Registrar's Office.

8. ISSUING OFFICE AND CONTACT

The Graduate Programs Office
graduateprograms@aup.edu