

1. PURPOSE

AUP welcomes transfer students, and in order to facilitate their transition, processes transfer credit applicability and course equivalences according to this policy.

2. WHO IS AFFECTED BY THIS POLICY

Incoming students with potential transfer credits as well as current AUP students wishing to study elsewhere and to transfer credits back to AUP.

3. LEGAL CONTEXT BY THIS POLICY

Middle States Commission on Higher Education policy.

4. POLICY STATEMENT

Transfer Credits fulfilling Core Curriculum requirements are processed as follows:

- AUP students are expected to demonstrate strong writing skills. Students who have completed English Composition at an Anglophone university will be given credit for EN1010 for completion of English Comp I and will receive credit for EN2020 for completion of English Comp II. All transfer students, except for students who have already fulfilled the EN requirement and are thus transferring in equivalencies of EN1010 and EN2020, must take the English placement exam during Orientation to confirm that they have attained a level of English writing proficiency sufficient for upper-level course work at AUP. Students may not receive transfer credits for ESL (English as a Second Language) course work or EN writing courses below the EN 1000 level.
- All transfer students without a French *baccalauréat* must take the French placement test online to determine the best level at which to enter the French sequence at AUP.
- Courses taken in the humanities and the social sciences will be evaluated to determine whether they can be granted equivalency for AUP's Integrative Inquiry core curriculum requirements.

Transfer Credits fulfilling requirements for a major or a minor are processed as follows:

- Students can transfer equivalent courses to fulfil requirements in a major. However, transfer students may not transfer more than 50% of the major's upper-level requirements. Upper-level courses are designated by course numbers starting with either a "3" or a "4." Some departments may have additional restrictions.
- Students can transfer equivalent courses to fulfil requirements in a minor. However, no more than two courses can be transferred in to a minor.

All undergraduate students have an appointment with a staff advisor before their arrival to review their transfer credits, discuss their academic plans, and enroll them in classes for their first semester. Advisors help students review a Degree Worksheet which has been set up to help them track their academic progress through their degree. Students who have declared a major will be assigned to a faculty advisor in their new department. Students who have not decided on a major will be assigned a staff advisor until they do. Students may ask at any time to be reassigned to a new advisor by writing to advising@aup.edu.

For further information about the rules that govern transfer of academic credit at AUP and credit acceptability, see policy [AA010EN - Transfer of Academic Credit](#). For advanced standing credit awards, see policy [AA021EN - Awarding of Advanced Standing Credit](#).

5. RESPONSIBILITIES

The Advising Center and the Office of the Registrar work together to evaluate and process transfer credits.

While undergraduate students may submit unofficial documents during the admissions process to help estimate transfer credits, they are required to submit official transcripts to receive transfer credits. Official transcripts must be submitted to the Office of

Admissions during their first semester at AUP, or within one semester of externally completed studies if concerning post-matriculation credit. Students are required to obtain pre-approval of transfer credits prior to studying abroad.

6. DEFINITIONS

Transfer credit: Transfer credits are semester credits that do not carry grade points.

Credit acceptability: Acceptable course work is course work that meets the standards for the awarding of transfer credit.

Credit applicability: Applicable course work is course work that has been officially approved as transfer credit and that is deemed suitable to fulfill specific degree requirements.

7. APPROVALS & HISTORY

Last review: Fall 2025

Next review: Fall 2028

8. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs

academicaffairs@aup.edu

Tel. +33 1 40 62 06 04

The American University of Paris

129, rue de l'Université

75007 Paris.