

1. PURPOSE

Occasionally a degree requirement can be substituted or waived. Documentation showing equivalency of material is required.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

3. POLICY STATEMENT

**SUBSTITUTION.** Students submit a *Substitution Petition* to obtain permission to substitute a course for a specific major or minor requirement. Substitutions are possible for courses transferred from another institution or for one taken at AUP, when the content is similar to the specific requirement. Students who wish to substitute previous coursework or experience for an AUP degree requirement must request the Substitution or Waiver Petition (and have the request approved) by the end of the first year of enrollment at AUP. To have the request approved, students must supply catalog information showing the course description and/or a course syllabus. Once documentation has been offered, the student's academic advisor, the chair of the department offering the course to be substituted (as well as the chair of the department imposing the major/minor requirement if it is not housed within the same department), and the Associate Dean for Academic Administration must approve the substitution and/or waiver.

**WAIVER.** Students may submit a *Waiver Petition* to request to waive an AUP degree requirement completely. Course waivers are extremely rare and are accompanied by extensive supporting documentation, typically examination. Exemption from a specific course does not exempt a student from obtaining the minimum required credits for his or her degree program.

4. RESPONSIBILITIES

Students are responsible for initiating a request for either a substitution or a waiver. Advisors and department chairs are responsible for reviewing the documentation provided and giving an opinion. The Associate Dean for Academic Administration has final responsibility for approval or rejection of the request.

5. APPROVALS & HISTORY

**Last review:** November 3, 2017

**Next review:** November 1, 2020

6. ISSUING OFFICE AND CONTACT

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