

Policy Number: AA027EN
Last Review Date: 30 Oct 2019

1. PURPOSE

Students wishing to take a temporary leave of absence from The American University of Paris for any given reason (family or financial emergency, personal health, etc.) are required to adhere to AUP's Leave of Absence procedure. Students are encouraged to discuss possible academic, personal and financial implications with their academic advisor, the Associate Dean for Academic Affairs and their financial aid counselor.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

3. POLICY STATEMENT

The submission of a Leave of Absence Request is required by students who wish to take a leave of absence from AUP for no longer than a full academic year, which may include summer, and then return to AUP afterward in order to complete their degree. Students are asked to submit the leave-of-absence request by the course withdrawal deadline as published on AUP's [Academic Calendar](#). If a leave of absence is longer than one academic year, students are required to contact the Office of Admissions in order to go through a re-entry (readmission) process before being allowed to register for classes.

Submission of the [Leave of Absence Request form](#) will enable the Office of the Registrar to notify students on a leave of absence about future advising and registration periods to ensure organized re-entry into the AUP curriculum and timely arrangements in regards to residency card renewals and tuition payments.

Students who do not submit a petition for readmission after one full academic year, which may include summer, will be automatically withdrawn from the University. Should they wish to return to the University, they will be required to go through the readmission process. The Office of the Registrar can assist students who wish to apply for an extension of their leave. See the Academic Catalog for further information on AUP's readmission procedure.

All AUP students wishing to study abroad for one semester or one year must request a leave of absence prior to their departure. By doing so they retain privileges and rights of AUP students and will be able to register before they return to AUP.

Per AUP's [AA042EN - Time to Complete Graduate Degree](#) policy, graduate students studying in a degree with 48 or fewer required credits must finish their degree in six years. Graduate students studying in a degree with more than 48 required credits must finish their degree in seven years. The timeline begins during the first semester of study, and does not extend with Leave of Absence Requests.

4. RESPONSIBILITIES

Students are responsible for submitting their Leave of Absence Requests in a timely manner and, when needed, for contacting and communicating with the Office of Admissions and the Office of Academic Affairs. The Office of Registrar is responsible for processing all Leave of Absence Requests and extensions requests and for notifying students (who are properly on leave) about re-entry.

5. DEFINITIONS

University Withdrawal – A university withdrawal entails withdrawing from all registered courses in a given semester.

6. APPROVALS & HISTORY

This longstanding policy was reviewed in October 2019. Next review in November 2022.

7. ISSUING OFFICE AND CONTACT

The Office of Registrar
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