

## 1. PURPOSE

This policy describes the rules that govern the transfer of academic credit and transfer credit acceptability both prior to and post matriculation. As such, this policy outlines transfer credit policy and procedures during the admissions process as well as transfer credit policy as it pertains to current AUP students wishing to study abroad. The purpose of this policy is to ensure that all AUP students are treated equally and that students are not required to repeat acceptable course work that has been completed prior to enrollment at AUP.

## 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 OR REGULATORY BODY

Middle States Commission on Higher Education policy.

## 4. POLICY STATEMENT

### **Undergraduate Transfer Credits:**

Students coming to AUP after having attended another university (i.e., transfer students) will receive credit for previously completed undergraduate courses. Transfer credits awarded at AUP are semester hour credits and do not carry grade points. Credit conversion is required when the prior institution does not follow the US semester credits system. Credits are always awarded based on the issuing institution and converted into the US semester hour credit system.

The credits from all approved courses for which a student has received a “C” or above will automatically transfer to AUP. AUP transfers credits from all regionally accredited American institutions, as well as from nationally recognized international institutions. Courses that do not transfer at the undergraduate level include the following:

- Graduate coursework;
- Internships and professional experiences;
- Repeated courses, including the same course taken at two different institutions;
- Physical education;
- Religion courses that resemble Catechism courses, Bible Study, etc.;
- Courses noted as incomplete or as withdrawn;
- ESL courses or courses below AUP’s EN1000.

Accepted modes of delivery include face-to-face and lecture-type coursework as well as online courses (distance learning). Transfer credits for internships and independent projects can only be awarded upon submission of supplementary documentation, showing that completion requirements are comparable to standards at AUP. When accreditation recognition is not present, transfer of credits is subject to approval by the Office of Academic Affairs.

Students may transfer a maximum of 64 credits from all sources. Students are required to complete 50% of their upper-level major requirements at AUP. Students may apply up to 8 credits of transfer work to a minor. The last 16 credits must be completed in residence. Some departments may place additional restrictions on transfer credit. For transfer credit applicability, see policy [AA046EN – Course Equivalencies](#). For advanced standing credit awards, see policy [AA021EN – Awarding of Advanced Standing Credit](#).

Transfer students must submit a final, official, university transcript in order to be awarded transfer credit. Only official transcripts are accepted for transfer credit. Transcripts submitted after the first semester of study at AUP or return to AUP will not be considered for transfer credit.

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](mailto:advising@aup.edu).

Once matriculated, AUP students may transfer in a maximum of 36 credits from recognized AUP study-abroad programs, a maximum of 18 credits from sources other than recognized AUP study-abroad programs, OR a total of 36 credits from recognized AUP study-abroad and other sources (with a maximum of 18 credits from other sources). It is the student's responsibility to have official transcripts sent directly by the institution to the Office of the Registrar within six weeks after the completion of the course. Note that no transfer credit will be granted for grades below "C" or for courses taken on a "Credit/No Credit" basis (unless a minimum "C" grade is required to receive credit). *Study Abroad transcripts submitted after the first semester of return to AUP will not be considered for transfer credit.*

Substitutions are possible for courses transferred from another institution, when the content is similar to the specific requirement. Students who wish to use previous coursework or experience to substitute for or waive 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. See [AA008EN – Substitution or Waiver of Degree Requirements](#).

#### **Graduate Transfer Credits:**

Although transfer credit at the graduate level is rare, graduate students may transfer up to twenty percent of the total credits required for the program, if appropriate. Certain graduate programs at AUP do not accept any transfer credit; please contact the relevant graduate program director for further information. Only graduate courses in which the student received a grade of B or higher, and which have not been used toward another degree, will be considered for transfer.

#### 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. 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:** October 30, 2019

**Next review:** November 1, 2022

#### 8. ISSUING OFFICE AND CONTACT

The Office of the Registrar

Tel. +33 1 40 62 0818

5, boulevard de La Tour-Maubourg

Paris, 75007