

1. PURPOSE

To ensure consistency, transparency, and fairness, The American University of Paris implements the following policy and procedure for developing and approving its annual academic calendar.

2. WHO IS AFFECTED BY THIS POLICY

Students, faculty, and employees.

3. POLICY STATEMENT

The University Registrar is responsible for the development and publication of the Academic Calendar following a predictable framework. The academic calendar is established in a way to ensure an appropriate amount of time for all University activities. A standard fall/spring semester should span 15 weeks (from start to end) and must ensure an appropriate amount of classroom contact time for all courses. The summer term spans 6 weeks, while providing a framework for three week courses.

The University Calendar Committee approves the academic calendar publishes it on the [AUP Academic Calendar](#) website. At least three upcoming semesters (including summer) are published.

Academic calendars are prepared two years in advance. The Registrar presents the draft calendar proposal to the University's Leadership Team for a preliminary review before the Academic Calendar Committee is convened to vote on the final calendar.

The Calendar Committee comprises the following members:

- University Registrar (Chair)
- Academic Affairs: Associate Dean for Academic Administration & Assistant Dean for Graduate Programs
- Director of Human Resources
- Dean of Student Services
- Director of Housing
- University Librarian
- Director of Administrative Services
- 2 faculty representatives
- 1 student representative
- 1 representative of each labor union which has a legally-constituted chapter at the University

The Director of Admissions reviews the voted summer semester calendars for final approval.

The academic calendar shall include the dates of all operational activities that affect students and the public. These dates shall include, but not be limited to:

- New student orientation
- Late returning student registration
- Beginning and end of summer, fall and spring semesters (first and last day of classes)
- End of online Drop/Add periods
- Mid-semester dates
- Mid-semester, degree candidate and final grade due dates
- Faculty retreat days
- University holidays, and campus closures
- Reading days
- Final exam period
- Graduation ceremony

The semester calendar must respect the following guidelines for fall and spring semesters:

- Academic semesters should always start on a Monday (first day of class).
- Each weekday of class should occur 13 times in the academic semester in order to ensure an even amount of contact time for all classes. (Regularly scheduled classes meet twice a week for 80 minutes and have a 2.5-hour exam accumulating to 37.5 contact hours). As such, standard courses that take place twice a week will have 26 sessions and courses that take place once a week (with double periods) will also have 26 sessions.
- Mid-semester is the Wednesday of the 7<sup>th</sup> week of class.
- Mid-semester grades are due the Friday of the 7<sup>th</sup> week of class and the last day to withdraw from a course or chose the credit/no credit option is the Friday two weeks after that date.
- Reading days cannot be shorter than three full days including week-ends
- Final exams take place the five business days after reading days.
- January 1<sup>st</sup> and May 1<sup>st</sup> must be respected as public holidays. The Director of Human Resources will provide legal framework for other holidays. The University is closed for the last six business days of December each year.
- The semester should allow for one or two long weekends for study trips.
- A faculty retreat day should be planned in spring semesters (no classes).
- If possible, spring break (2 weeks) and fall break (3 days) should overlap at least in part with French school vacation.
- A minimum of 5 weeks between the end of the summer session and the beginning of the fall semester is required.

The semester calendar must respect the following guidelines for summer semesters:

- French Immersion is scheduled for 15 sessions including Fridays (60 contact hours including breaks).
- 3-Week courses are scheduled for 12 sessions excluding Fridays (42 contact hours including breaks).
- 6-Week courses are scheduled for 24 sessions excluding Fridays (40 contact hours including breaks).

#### 4. RESPONSIBILITIES

The University Registrar is responsible for drafting calendar proposals, which are reviewed by the Leadership Team prior to review and adoption by the Calendar Committee. The latter comprises members from all departments with a stake in academic calendar creation and is responsible for representing the diverse AUP community and voicing its concerns and comments about the academic calendars proposed. The Committee votes to adopt a final calendar for each term.

#### 5. DEFINITIONS

**Academic Semester** Academic term typically running from January to May in Spring, From June to July in Summer and September to December in Fall.

**Contact Hour** One hour of scheduled classroom or direct instruction.

#### 6. APPROVALS & HISTORY

This longstanding policy was reviewed in December 2019. Next review will be in November 2022.

#### 7. ISSUING OFFICE AND CONTACT

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