

1. PURPOSE

A course substitution is a process that exceptionally allows a published degree requirement (i.e.: major, minor, graduate program, or general university requirements) to be replaced by another course. A course substitution requires clear justification & documentation as well as the approval of the student advisor, the department chair, program coordinator/director depending on the nature of the substitution. All substitutions require final approval by the Associate Dean (or Provost for graduate students) before being posted to the student's record.

2. WHO IS AFFECTED BY THIS POLICY

Students requesting to substitute a course with one that differs from the published degree requirements.

3. POLICY STATEMENT

There are two general cases when the [course substitution petition](#) is used:

1. When students transfer courses to AUP from another institution: If the course is deemed equivalent to an existing AUP course, this equivalency is noted on the student's internal transcript, so that the course is properly counted towards a major, minor, or university requirement. If the student wishes to appeal for an equivalency other than the one initially granted, they may work with their Advisor and/or relevant faculty to pursue a Course Substitution. A course must carry a minimum of 2.6 credits to be eligible for a direct equivalent (i.e. an existing AUP course, other than ELEC1000).credits: see Policy
 - Related Policy – AA046EN Course Equivalencies
2. Internal AUP course: Students may, in consultation with their academic advisor, request that a required course be replaced by another university offering. In such cases, AUP may grant approval for a course completed at AUP to fulfill a specified requirement. Substitutions require justification. A course used as a substitute for another course must meet the same credit count as the replaced course and will not factor as a repeated course in terms of GPA calculations.

4. RESPONSIBILITIES

A student must provide an acceptably detailed course description or a syllabus for any transfer credit course substitution requests. Advisors must review appropriateness of all substitution requests. The Department Chair, Program Directors, Associate Dean, or GLACC Committee Chair also must evaluate relevant substitution requests to ensure they are appropriate and properly documented for approval. The Registrar's Office manages student records, posting approved substitutions to student records, and managing archiving of substitution forms.

5. APPROVALS & HISTORY

Last review: Spring 2026

Next review: Fall 2028

6. ISSUING OFFICE AND CONTACT

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