

1. PURPOSE

In exceptional circumstances, when a student can demonstrate that they already possess the knowledge and competencies normally acquired through a specific required course, AUP may grant a waiver of that course requirement. The waiver exempts the student from the requirement without the awarding of credit. Course waivers are heavily documented and require explicit approval from relevant Department Chair or Graduate Program Director as well as the Associate Dean or Provost (for graduate students).

2. WHO IS AFFECTED BY THIS POLICY

Students who are eligible to be exempted from taking a specific requirement.

3. POLICY STATEMENT

In exceptional circumstances, AUP may allow a course requirement to be waived. A waiver means that the student has effectively demonstrated knowledge or ability that would typically be acquired in a specific, required course. When granted, a Course Waiver reflects that the requirement is fulfilled but does not grant any associated credit. Examples of possible waivers would include:

- If a student performs exceptionally well on one of the required placement exams upon arrival at AUP, AUP could waive one of the required courses, for example, and place the student directly into the higher-level course.
- The Computer Science, Maths, and Environmental Science Department will allow for selected math waiver exams.
- Students with transfer courses carrying fewer than 2.6 credits may apply for waivers if they are able to demonstrate an alignment of the transfer learning outcomes with the AUP requirement.
- In rare circumstances, general education requirements may be fulfilled through waiver when approved by the GLACC Committee. There are rare circumstances in which a student petitions the GLACC Committee to allow for a waiver of one of the general education requirements (such as CCI) without actually attaching CCI to the transfer or other course they are using to make the argument.

In these instances, the class requirement or general education requirement could be waived for the student. Note that no credits are awarded when a course is waived; the waiver simply allows the student to skip the waived course or to fulfill the general education requirement. Undergraduate and Graduate Students use separate forms, each with a specific approval process: [Undergraduate Course Waiver Petition](#); and [Graduate Course Waiver Petition](#)

4. RESPONSIBILITIES

The Department Chair or graduate program director determines whether the student has indeed met the stated requirement, and the Associate Dean or Provost (for graduate students) confirms the Department Chair's/Program Director's assessment.

5. APPROVALS & HISTORY

Last review: Spring 2026

Next review: Fall 2028

6. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs

academicaffairs@aup.edu

Tel. +33 1 40 62 06 04

The American University of Paris

129, rue de l'Université

75007 Paris.