

# **THE AMERICAN** **UNIVERSITY 55** *of* **PARIS YEARS**

## **ACADEMIC ADVISING MANUAL**

Academic year 2020-2021

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## 1. UNDERSTANDING THE GENERAL EDUCATION/GLOBAL LIBERAL ARTS CORE CURRICULUM

### 1.1. VALUE AND PURPOSE

These requirements constitute the backbone of a student's degree. Students acquire a solid foundation in mathematics, languages, the social sciences, and the humanities. Students are encouraged to translate intellectual endeavor into civic responsibility, and to apply the lessons of history to today's demands—and to those of the future. We aim to foster a sense of belonging to the world—and prepare our students to take on the challenges of the twenty-first century.

As of Fall 2019, the new Global Liberal Arts Core Curriculum (GLACC) fully replaced the previous system of General Education (GE) requirements. The new GLACC is required for all matriculating students. For more information about the previous General Education program, please consult section 1.2 below. 2019-20, the first version of GLACC was launched and was lighter. Starting Fall 2020, the full version of GLACC was launched.

Students who matriculated to AUP **before Fall 2019** may follow GE **or** GLACC requirements.

Students who matriculated to AUP **in 2019-20** follow GLACC requirements. While we can strongly recommend that these students adopt the Fall 2020 version of GLACC, they may opt to stay on the lighter 2019-20 version. A [transition plan](#), which is published online, exists for students who matriculated prior to Fall 2019.

Students who matriculated as of Fall 2020 follow the full version of GLACC.

### 1.2. GENERAL EDUCATION (GE) - FOR STUDENTS ENTERING AUP PRIOR TO FALL 2019

The General Education (GE) program includes five main components:

- 1 - FirstBridge
- 2 - Speaking the World
- 3 - Comparing Worlds
- 4 - Mapping the World
- 5 - Modeling the World

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#### 1.2.1 FIRSTBRIDGE

FirstBridge is an interdisciplinary program composed of 8 credits to be taken in the first semester. These courses may overlap with the Comparing Worlds and Mapping the World requirements. This program is intended for entering freshmen students only.

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#### 1.2.2 SPEAKING THE WORLD

➤ **EN 1010 College Writing + EN 2020 Writing and Criticism:**

- The English stream consists of: EN 1000, 1010 & 2020. Students are required to complete English up through EN 2020 Writing and Criticism.

- Students are required to take an English placement exam during Orientation. A student then registers into the corresponding level (of placement) his/her first semester and continues the EN stream until satisfactory completion of EN 2020.
- It is possible to place above EN 2020. If a student places out of (or above) the English requirement, the corresponding number of credits would be made up by taking additional elective credit.
- Typically, this means that students will complete at least EN 1010 and EN 2020. Students entering with a lower placement will have additional courses to take (counting toward elective credits).
- Registration into English is **mandatory**. Not only are these courses required by the General Education program, but the skills learned in these courses play an essential role in the successful completion of other courses. Remember, English is the language of instruction and students have a meaningful amount of reading and writing in courses.
- Transfer students who have taken equivalent college composition coursework at an accredited Anglophone institution may receive English equivalency. Any related questions should be addressed to [advising@aup.edu](mailto:advising@aup.edu)

✓ **Minimum grade for all EN courses:** C. Grades of C- or below must be repeated.

➤ **FR 1100 French and Culture I + FR 1200 French and Culture II:**

- Students are required to take a French placement exam online before they arrive for Orientation (only holders of the French Bac are exempt from taking the French Exam).
- A student then registers into the corresponding level (of placement) in his/her first semester and can choose to continue the French stream upon successful completion of FR 1200 (2 courses maximum).
- Students may opt to delay registration into the required levels of French, however, this is **not recommended** as this minimum level of French proficiency will assist them with their daily lives.

✓ **Minimum grade for FR 1100 and FR 1200:** C. Grades of C- or below must be repeated.

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### 1.2.3 COMPARING WORLDS AND MAPPING THE WORLD

- **Comparing Worlds** (Humanities course coded GE 100 or GE 115) + **Mapping the World** (Social Science course coded GE 110 or GE 115). Students are required to take:
- one course in the GE 100 or GE 115 category
  - one course in the GE 110 or GE 115 category
  - one course in either category (GE 100 or GE 110 or GE 115)
- These MAY overlap with courses in FirstBridge and/or the minor(s) but they **MAY NOT** overlap with courses in the major. **Exception are possible for double majors that are not in the same disciplinary base:** Courses fulfilling the requirements of a major can also be used to satisfy the Comparing Worlds or Mapping the World requirements as long as they do not double dip between a major and general education (courses from one major cover the GE of the other major and vice versa)
  - These MUST be in at least two different disciplines and those disciplines must be different from the Major discipline. **Exceptions** are possible (but must be verified with the Registrar's) **for double majors** (when in different disciplines, for example, this exemption may not apply to a double major in GC and JRNL) **& interdisciplinary majors:** students pursuing a double major or an interdisciplinary major\* are allowed to fulfil the Comparing Worlds or Mapping the World requirements with courses coded GE100, GE110 and/or GE115 taken in any of the disciplines of their major(s). The courses may not double dip (one course covering both GE and the major).

\*Interdisciplinary majors: 1) Politics, Philosophy, and Economics 2) History, Law, and Society 3) Gender, Sexuality, and Society 4) Environmental Studies 5) Middle East Pluralities 6) Math and Computer Science

- ✓ **Minimum grades for GE 100, GE 110 & GE 115 courses:** D-. However, if the course is an overlap with a minor, the passing grade is C-.

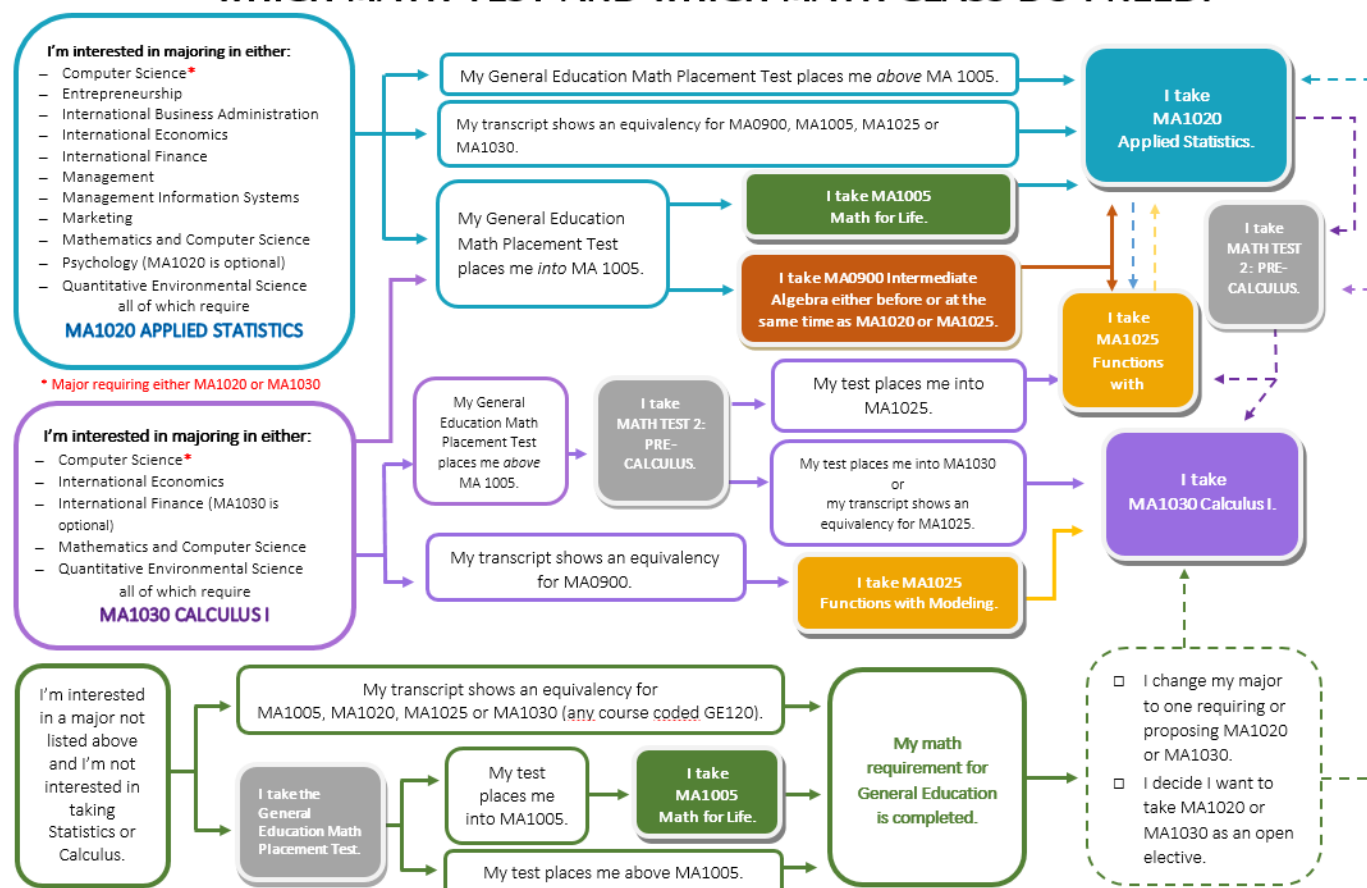
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#### 1.2.4 MODELING THE WORLD

##### ➤ **Mathematics course**

- Students fulfil this requirement by either transferring a course equivalent to GE120, placing above MA1005 on the Gen Ed math placement exam taken during Orientation, or by taking MA 1005 GE120 (or any other course coded GE120).
  - If students are considering majoring/minoring in disciplines such as IBA and/or Economics (among others), they must demonstrate a level of competency in mathematics higher through math courses embedded in those majors than that required for the General Education program.
    - Students may take the Algebra & Pre-Calculus placement exams to determine if they can go straight into MA1020 Applied Statistics and/or MA1030 Calculus or if they need to take their prerequisites (see chart on the next page).
  - Any GE120 math course MAY count toward a major requirement while fulfilling the Gen Ed requirement, so students planning to pursue a major with a math course requirement are advised not to take MA1005 GE120, but rather to take the math course which counts toward their major.
  - MA1025 GE120 Functions with Modeling and MA1020 GE120 Applied Statistics may be taken as co-requisite of MA 0900 Intermediate Algebra (2 credits). HOWEVER, when a student places into MA 0900, it is always recommended that the student complete this course prior to enrolling in a subsequent math course.
- ✓ **Minimum grades for math courses:** D-; however, to fulfil a major or minor requirement is C-.

## WHICH MATH TEST AND WHICH MATH CLASS DO I NEED?

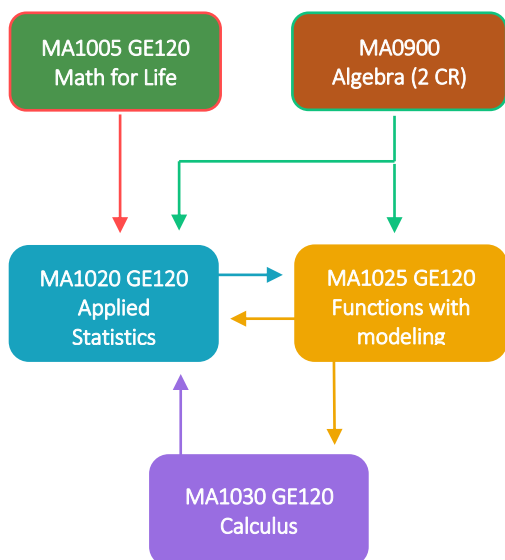


## READING OLD AND NEW PLACEMENT RESULTS

Placement Test Name	Placement test results since Fall 2015	Placement test results before Fall 2015	Placement result satisfies Math General Education?	Class student can register in:
SAT/ACT scores (also applies to transferred in math courses)	ELEC-MA-20	-	No	MA 1020 GE120 Statistics
	ELEC-MA-25	-	No	MA 1020 GE120 Statistics I MA 1025 GE120 Functions with Modeling
	ELEC-MA-30	-	No	MA 1030 Calculus I
Math General Education Test	MA TEST PLACEM. INTO MA 1005 GE120	MA PLACEMENT INTO MA 1005	No	MA 1005 GE120 Math for Life
	MA TEST PLACEM. ABOVE MA 1005 GE120	MA PLACEMENT ABOVE MA 1005	Yes	MA 1020 GE120 Statistics
PLACEMENT TEST I – Algebra	MA TEST PLACEM. INTO MA 0900	MA PLACEMENT INTO MA 1001	No	MA0900 Intermediate Algebra by itself or as a co-requisite to: MA1020 GE120 or MA 1025 GE120

	MA TEST PLACEM. INTO MA 1020 GE120 OR MA 1025 GE120	MA PLACEMENT ABOVE MA 1001	No	MA 1020 GE120 Statistics I MA 1025 GE120 Functions with Modeling
PLACEMENT TEST II – Pre-calculus	MA TEST PLACEM. INTO MA 1030 GE120 OR ANY GE120 COURSE	MA PLACEMENT ABOVE MA 1002	No	MA 1020 GE120 Statistics I MA 1025 GE120 Functions with Modeling MA 1030 Calculus I

## Math course sequence



## Which Math placement exam to take?

### Quantitative Reasoning MATH TEST:

The test determines if students have to take a math class or not in order to fulfil our GLACC requirement.

### TEST 2 PRE-CALCULUS:

For students who have taken algebra already (or placed above) and wish to see if they can go straight into MA1030 or if they need to take its prerequisite first.

**SIGN UP** for a Math placement test here:

<https://my.aup.edu/webform/math-placement-tests-sign-up>

NB: Each Math placement test can only be taken once.

## What do I need to register for these Math courses?

### MA1005 Math for Life GE120

I took the placement test MA General Education and obtained the result *into MA1005*  
Students can enroll straight into MA1005. No pre-requisites needed.

### MA0900 Algebra (2 credits)

I took the placement test MA General Education and obtained the result *into MA1005*  
Students can enroll straight into MA0900. No pre-requisites needed.

### MA1020 Applied Statistics GE120

Any of the following appears on my transcript:

- ☐ MA1005, MA0900, MA1025 or MA1030, either taken at AUP or transferred in
- ☐ Placement test General Education result: *Above MA1005*
- ☐ ELEC-MA-20 or ELEC-MA-25 equivalence

### MA1025 Functions with Modeling GE120

Any of the following appears on my transcript:

- ☐ MA0900 or MA1020, either taken at AUP or transferred in
- ☐ ELEC-MA-25 equivalence

### MA1030 Calculus GE120

Any of the following appears on my transcript:

- ☐ MA1025, either taken at AUP or transferred in
- ☐ Placement test 2 Pre-Calculus: *into MA1030*
- ☐ ELEC-MA-30 equivalence



Any math course coded GE1020 can count towards both a major/minor and a General Education requirement.

- **Science course with lab** (lab not required for transfer students transferring in Science credit. Study abroad requests must include a lab):
  - All students are required to take one course of laboratory science.
  - The lab is a co-requisite that may only be waived IF the student has successfully completed a prior laboratory science course.
  - MA 1005 or above is the **corequisite** for all science courses at AUP.
  - All science transfer credit (from advanced standing awards and university coursework) satisfies the AUP science requirement.
  - Any GE130 science course MAY count toward a major requirement while fulfilling the Gen Ed requirement.
- ✓ **Minimum grades for science courses:** D-. However, to fulfil a major or minor requirement is C-.



### 1.3. GLOBAL LIBERAL ARTS CORE CURRICULUM (GLACC) - FOR STUDENTS MATRICULATING AUP IN FALL 2019 FORWARD.

NOTE: Students who entered fall 2019-spring 2020 may follow a lighter version of GLACC although they should be encouraged to follow the final/full version of GLACC if possible. Students matriculating as of fall 2020 must follow the full version of GLACC as listed below.

The Global Liberal Arts Core Curriculum (GLACC) program includes five main components:

- 1- FirstBridge
- 2- Integrative Inquiry
- 3- Experiential Learning
- 4- Critical Inquiry and Expression
- 5- Expression française
- 6- Quantitative and Experimental Reasoning
- 7- Capstone

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#### 1.3.1 FIRSTBRIDGE (GLACC)

FirstBridge is an interdisciplinary program composed of 8 credits to be taken in the first semester. These courses may overlap with the Integrative Inquiry requirements. This program is intended for entering freshmen students only.

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#### 1.3.2 INTEGRATIVE INQUIRY (GLACC)

- **Integrative Inquiry (courses coded CCI):** Students are required to take four CCI courses, **one of which must be completed at AUP.**
- Two of the Integrative Inquiry courses are satisfied by FirstBridge. While FirstBridge courses may be within a major's disciplinary base, they **may not** apply to a major. These courses may, however, apply to a minor.
  - In addition to FirstBridge, two additional Integrative Inquiry courses are required. These courses may not overlap with the major disciplinary base. **Exceptions verified by the Registrar** are possible **for double majors** (when in different disciplines, for example, this exemption may not apply to a double major in GC and JRNL) **& interdisciplinary majors**. Students pursuing a double major or an interdisciplinary major\* are allowed to fulfil the Integrative Inquiry requirements with courses coded CCI taken in any of the disciplines of their major(s). In the case of such an exception, the course cannot satisfy both the GLACC integrative inquiry requirement and a major requirement. \*Interdisciplinary majors: 1) Politics, Philosophy, and Economics 2) History, Law, and Society 3) Gender, Sexuality, and Society 4) Environmental Studies 5) Middle East Pluralities 6) Math and Computer Science
- ✓ **Specific to transfer students:** at least one Integrative Inquiry course must be done at AUP. No overlaps with the major disciplinary base are allowed. That is an exception allowed only for FirstBridge courses.

- ✓ **Minimum grades for CCI courses:** D-. However, if the course is an overlap with a minor, the passing grade is C-.

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### 1.3.3 EXPERIENTIAL LEARNING (GLACC)

- **Experiential Learning (coded CCX):** To satisfy this requirement, students need to either take a course type CCX that has an Experiential Learning component approved by the GLACC committee or do an approved non-credit option, such as the GPS certificate.
- CCX must be done at AUP.

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### 1.3.4 CRITICAL INQUIRY AND EXPRESSION (GLACC)

- **EN 1010 College Writing + EN 2020 CCE Writing and Criticism:**

- The English stream consists of: EN 1000, 1010 & 2020. Students are required to complete English up through EN 2020 CCE Writing and Criticism.
- Students are required to take an English placement exam during Orientation. A student then registers into the corresponding level (of placement) his/her first semester and continue the EN stream until satisfactory completion of EN 2020 CCE.
- It is possible to place above EN 2020 CCE. If a student places out of (or above) the English requirement, the corresponding number of credits would be made up by taking additional elective credit.
- Typically, this means that students will complete at least EN 1010 and EN 2020 CCE. Students entering with a lower placement will have additional courses to take (counting toward elective credits).
- Registration into English is **mandatory**. Not only are these courses required by the GLACC program, but the skills learned in these courses play an essential role in the successful completion of other courses. Remember, English is the language of instruction and students have a meaningful amount of reading and writing in courses.
- Transfer students who have taken equivalent college composition coursework at an accredited Anglophone institution may receive English equivalency. Any related questions should be addressed to [advising@aup.edu](mailto:advising@aup.edu)

- ✓ **Minimum grade for all EN courses:** C. Grades of C- or below must be repeated.

- **Digital Literacy and Communication (courses coded CCD)**

- Students are required to take one Digital Literacy and Communication course (4 credits) that can be in any discipline.
- Digital Literacy and Communication may overlap with the major. However, the credits for the class should count only once.
- Digital Literacy and Communication courses allow students to develop valuable technical competencies and a critical approach towards the digital space.

- **Disciplinary Research Methods and Writing (courses coded CCR)**

- The Disciplinary Research Methods and Writing class anchors the skills students acquire in the Research, Interpretation and Writing classes within a specialized field.

- Students are required to take at least one Disciplinary Research Methods and Writing course (4 credits) that **must** be in the major discipline.
- Students who have already taken a Disciplinary Research Methods and Writing course yet choose to change their major, will need to take the Disciplinary Research Methods and Writing course for their new major.
- The majority of Disciplinary Research Methods and Writing courses are either 2000- or 3000- level classes (sophomore/junior level) and are conceived as a prelude to the corresponding Capstone course for that Major (see section 1.3.6 below).

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### 1.3.5 EXPRESSION FRANCAISE

#### ➤ **FR 1100 French and Culture I + FR 1200 CCF French and Culture II:**

- Students are required to take a French placement exam online before they arrive for Orientation (only holders of the French Bac are exempt from taking the French Exam).
  - A student then registers into the corresponding level (of placement) in his/her first semester and can choose to continue the French stream upon successful completion of FR 1200 (2 courses maximum).
  - Students may opt to delay registration into the required levels of French, however, this is **not recommended** as this minimum level of French proficiency will assist them with their daily lives.
- ✓ **Minimum grade for FR 1100 and FR 1200 CCF:** C. Grades of C- or below must be repeated.

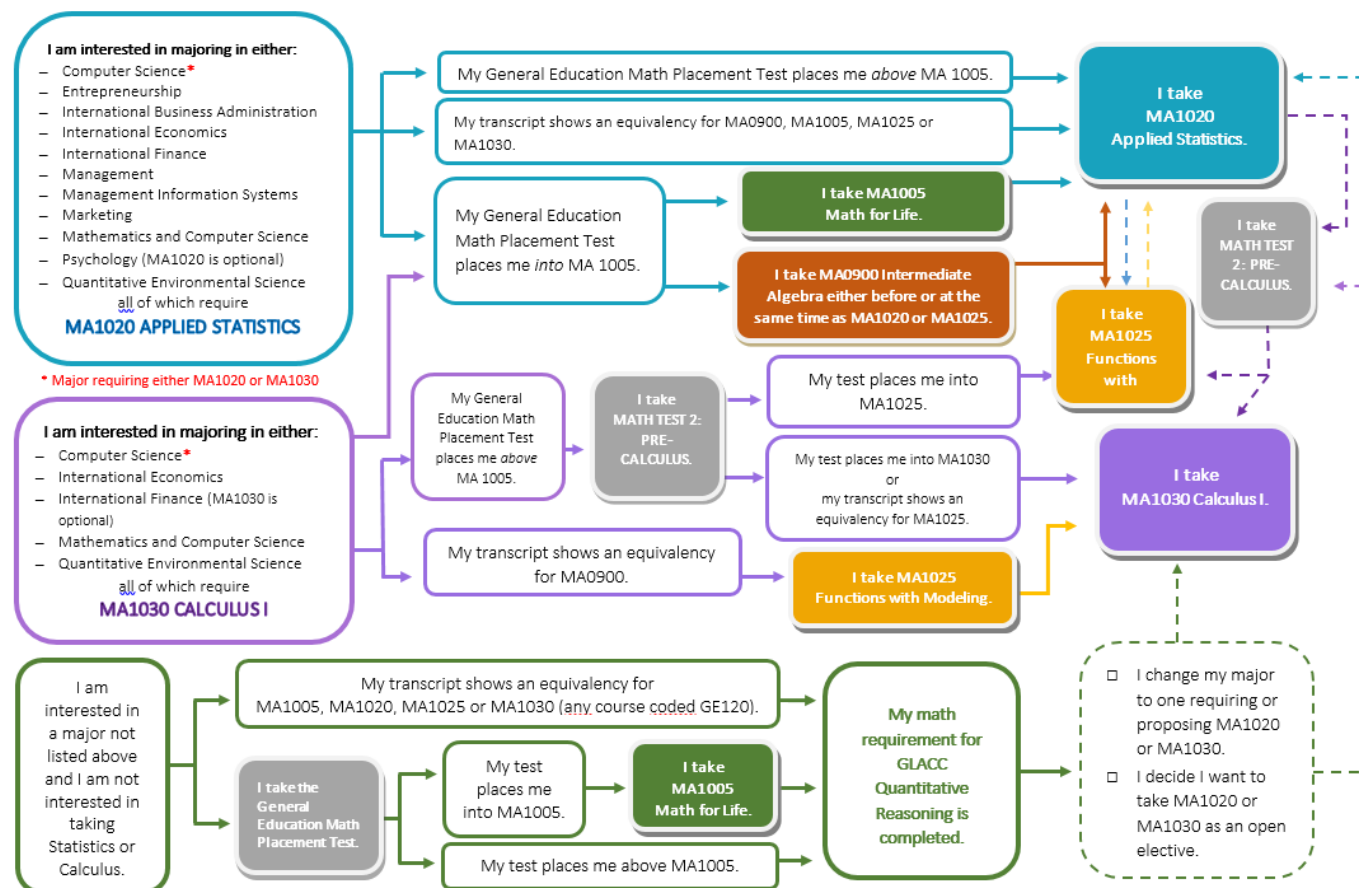
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### 1.3.6 QUANTITATIVE AND EXPERIMENTAL REASONING

#### ➤ **One quantitative reasoning (Mathematics course) coded CCM**

- Students fulfil this requirement by either transferring a course equivalent to CCM, placing above MA1005 on the Gen Ed math placement exam taken during Orientation, or by taking MA 1005 CCM (or any other course coded CCM).
  - If students are considering majoring/minoring in disciplines such as IBA and/or Economics (among others), they must demonstrate a level of competency in mathematics higher than that required for the GLACC program.
    - Students may take the Algebra & Pre-Calculus placement exams to determine if they can go straight into MA1020 CCM Applied Statistics and/or MA1030 CCM Calculus or if they need to take their prerequisites (see chart on the next page).
  - Any CCM math course MAY count toward a major requirement while fulfilling the GLACC requirement, so students planning to pursue a major with a math course requirement are advised not to take MA1005 CCM, but rather to take the math course which counts toward their major.
  - MA1025 CCM Functions with Modeling and MA1020 CCM Applied Statistics may be taken as co-requisite of MA 0900 Intermediate Algebra (2 credits). HOWEVER, when a student places into MA 0900, it is always recommended that the student complete this course prior to enrolling in a subsequent math course.
- ✓ **Minimum grades for math courses:** D-; however, to fulfil a major or minor requirement is C-.

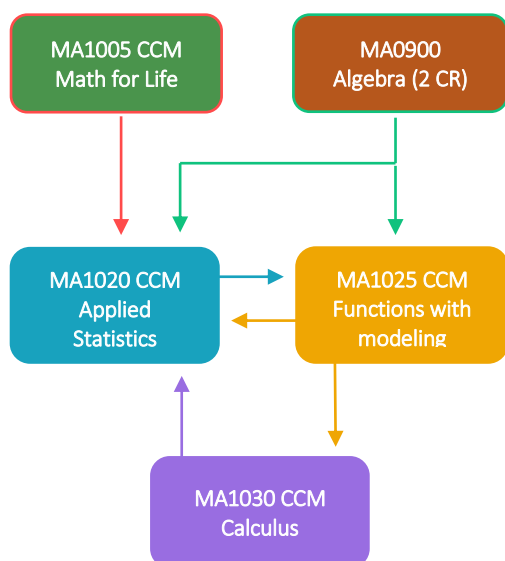
## WHICH MATH TEST AND WHICH MATH CLASS DO I NEED?



## READING OLD AND NEW PLACEMENT RESULTS

Placement Test Name	Placement test results since Fall 2015	Placement test results before Fall 2015	Placement result satisfies Math General Education?	Class student can register in:
SAT/ACT scores (also applies to transferred in math courses)	ELEC-MA-20	-	No	MA 1020 CCM Statistics
	ELEC-MA-25	-	No	MA 1020 CCM Statistics I MA 1025 CCM Functions with Modeling
	ELEC-MA-30	-	No	MA 1030 CCM Calculus I
Math General Education Test	MA TEST PLACEM. INTO MA 1005 CCM	MA PLACEMENT INTO MA 1005	No	MA 1005 CCM Math for Life
	MA TEST PLACEM. ABOVE MA 1005 CCM	MA PLACEMENT ABOVE MA 1005	Yes	MA 1020 CCM Statistics
PLACEMENT TEST I – Algebra	MA TEST PLACEM. INTO MA 0900	MA PLACEMENT INTO MA 1001	No	MA0900 Intermediate Algebra by itself or as a co-requisite to: MA1020 CCM or MA 1025 CCM
	MA TEST PLACEM. INTO MA 1020 CCM OR MA 1025 CCM	MA PLACEMENT ABOVE MA 1001	No	MA 1020 CCM Statistics I MA 1025 CCM Functions with Modeling
PLACEMENT TEST II – Pre-calculus	MA TEST PLACEM. INTO MA 1030 CCM OR ANY CCM COURSE	MA PLACEMENT ABOVE MA 1002	No	MA 1020 CCM Statistics I MA 1025 CCM Functions with Modeling MA 1030 CCM Calculus I

## Math course sequence



## Which Math placement exam to take?

### GENERAL EDUCATION MATH TEST:

The test determines if students have to take a math class or not in order to fulfil our General Education requirement.

### TEST 2 PRE-CALCULUS:

For students who have taken algebra already (or placed above) and wish to see if they can go straight into MA1030 CCM or if they need to take its prerequisite first.

**SIGN UP** for a Math placement test here:

<https://my.aup.edu/webform/math-placement-tests-sign-up>

NB: Each Math placement test can only be taken once.

## What do I need to register for these Math courses?

### MA1005 Math for Life CCM

I took the placement test MA General Education and obtained the result *into MA1005*  
Students can enrol straight into MA1005. No pre-requisites needed.

### MA0900 Algebra (2 credits)

I took the placement test MA General Education and obtained the result *into MA1005*  
Students can enrol straight into MA0900. No pre-requisites needed.

### MA1020 Applied Statistics CCM

Any of the following appears on my transcript:

- ☐ MA1005, MA0900, MA1025 or MA1030, either taken at AUP or transferred in
- ☐ Placement test General Education result: *Above MA1005*
- ☐ ELEC-MA-20 or ELEC-MA-25 equivalence

### MA1025 Functions with Modeling CCM

Any of the following appears on my transcript:

- ☐ MA0900 or MA1020, either taken at AUP or transferred in
- ☐ ELEC-MA-25 equivalence

### MA1030 Calculus CCM

Any of the following appears on my transcript:

- ☐ MA1025, either taken at AUP or transferred in
- ☐ Placement test 2 Pre-Calculus: *into MA1030*
- ☐ ELEC-MA-30 equivalence



Any math course coded CCM can count towards both a major/minor and a GLACC requirement.

➤ **One Experimental Reasoning (Science course with lab) coded CCS**

- *Lab not required for transfer students transferring in Science credit, however, study abroad requests must have a lab.*
- All students are required to take one course of laboratory science.
- The lab is a co-requisite that may only be waived IF the student has successfully completed a prior laboratory science course.
- MA 1005 CCM or above is the **corequisite** for all science courses at AUP.
- All science transfer credit (from advanced standing awards and university coursework) satisfies the AUP science requirement.
- Any CCS science course MAY count toward a major requirement while fulfilling the GLACC requirement.

✓ **Minimum grades for science courses:** D-. However, to fulfil a major or minor requirement is C-.

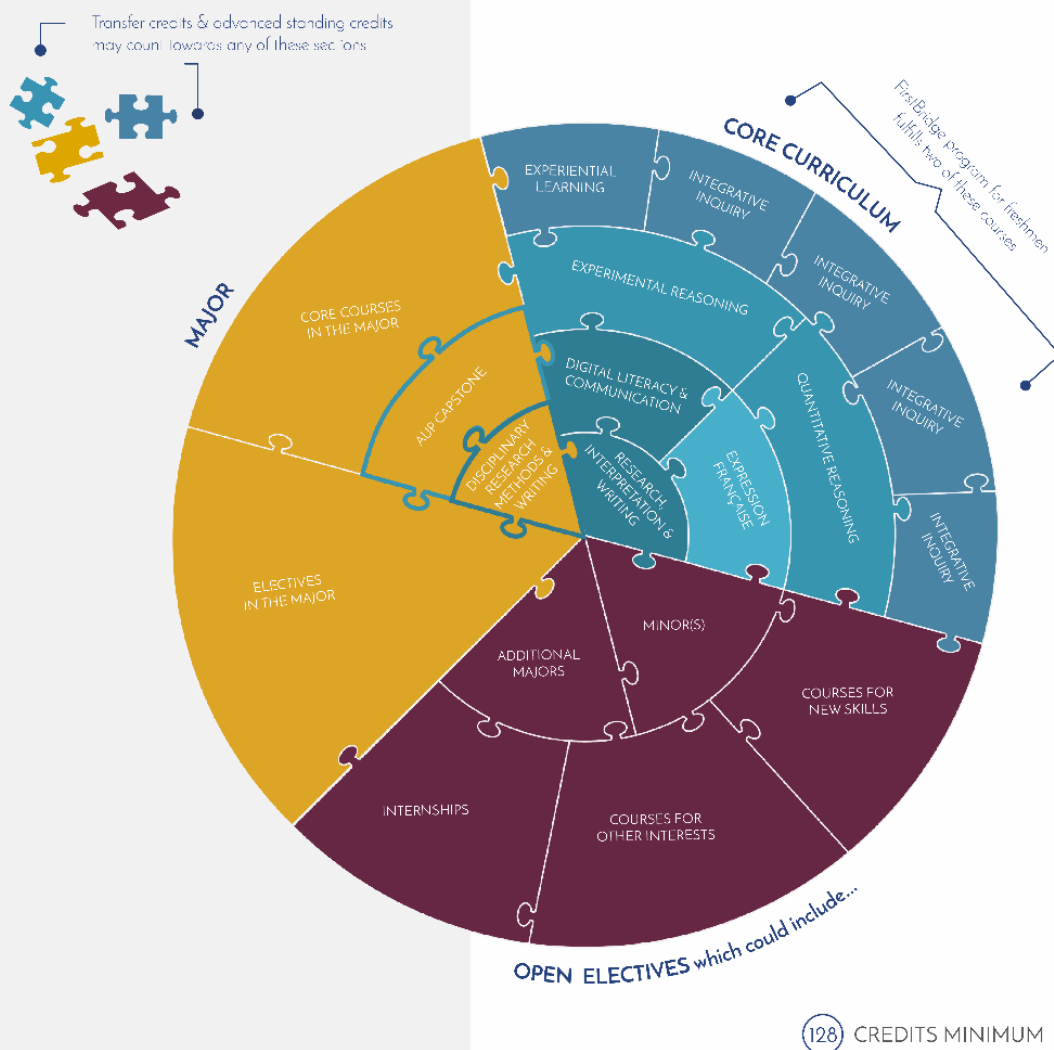
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1.3.7 CAPSTONE (GLACC)

➤ **One AUP Capstone course (coded CCC)**

- The AUP Capstone (coded CCC) is a required one- to four-credit project that each AUP undergraduate student must complete during their senior year. The AUP Capstone project could be, but is not limited to, a Senior Seminar, a Senior Project, an Internship or a Portfolio.
- The capstone project needs to be in the major and must be completed at AUP.
- The AUP Capstone is the culmination point of a student's educational path at the University and brings together all four Liberal Arts Core Capabilities.

## YOUR AUP DEGREE GUIDE



## 2. UNDERSTANDING ACADEMIC POLICIES

### 2.1. PASSING GRADES

#### GENERAL EDUCATION (GE) REQUIREMENT

EN 1010, EN 2020  
FR 1100, FR 1200  
Comparing Worlds & Mapping the World courses  
(GE100, GE110, GE115)  
Science (GE130)  
Math (GE120)  
Major/Minor requirements  
Major/Minor electives  
Open electives

#### PASSING GRADE

C

C

D-

D-

D-

C-

C-

D-

#### PASSING GRADE



<b>GLOBAL LIBERAL ARTS CORE CURRICULUM (GLACC) REQUIREMENT</b>	
EN 1010, EN 2020 CCE	C
FR 1100, FR 1200 CCF	C
Integrative Inquiry Courses (CCI)	D-
Science (CCS)	D-
Math (CCM)	D-
Digital Literacy (CCD)	D-
Major/Minor requirements (including CCR & CCC)	C-
Major/Minor electives	C-
Open electives	D-

**Credit/No Credit:** Students may designate one course per semester to be graded ‘Credit/No Credit’ (‘CR/NC’). Any course can be taken ‘CR/NC,’ however, it is **not recommended for courses in the major**. The granting of ‘credit’ means the student has completed the requirements of the course with a performance better or equal to the grade of C. Credits earned as such will count toward graduation requirements but will not be computed in the grade point average (GPA). The granting of ‘no credit’ means a student received a grade of C- or lower and the course will not count toward graduation.

Web form online under Academic Forms: <https://my.aup.edu/webform/credit-no-credit>

## 2.2 MAJOR AND MINOR REQUIREMENTS

Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degrees are awarded based on requirements in effect at the time of matriculation.

However, the student may choose to follow any new requirements implemented during his/her time at AUP.

AUP advises students to follow the degree requirement program that is the most beneficial to them (unless otherwise specified by the student).

All current degree requirements:

- AUP’s public website  
(<https://www.aup.edu/academics/undergraduate/majors-minors>)
- PDF version and undergraduate degree worksheets  
(<https://www.aup.edu/academics/academic-career-resources/advising-center/degree-requirements>).

Previous years’ programs (Institutional archives):

<https://my.aup.edu/about/strategic-planning/assessment-learning-institutional-research/institutional-archives>

## 2.3 OVERLAP POLICIES

- **Major/Major:** A maximum of **5 courses** can overlap between each major.  
**Note:** Double majors are not allowed in the IBA department.
- **Major/Minor and Minor/Minor:** A maximum of **2 courses** can overlap between a major and a minor. In other words, to complete a minor, at least **3 courses** should count solely toward that minor and NOT apply toward any major or another minor.  
**Note:** No major/minor combination is allowed in the IBA department.
- **Comparing Worlds & Mapping the World/Integrative Inquiry/FirstBridge/Major/Minor** (Courses taken to satisfy GE100/GE110/GE 115 or CCI):



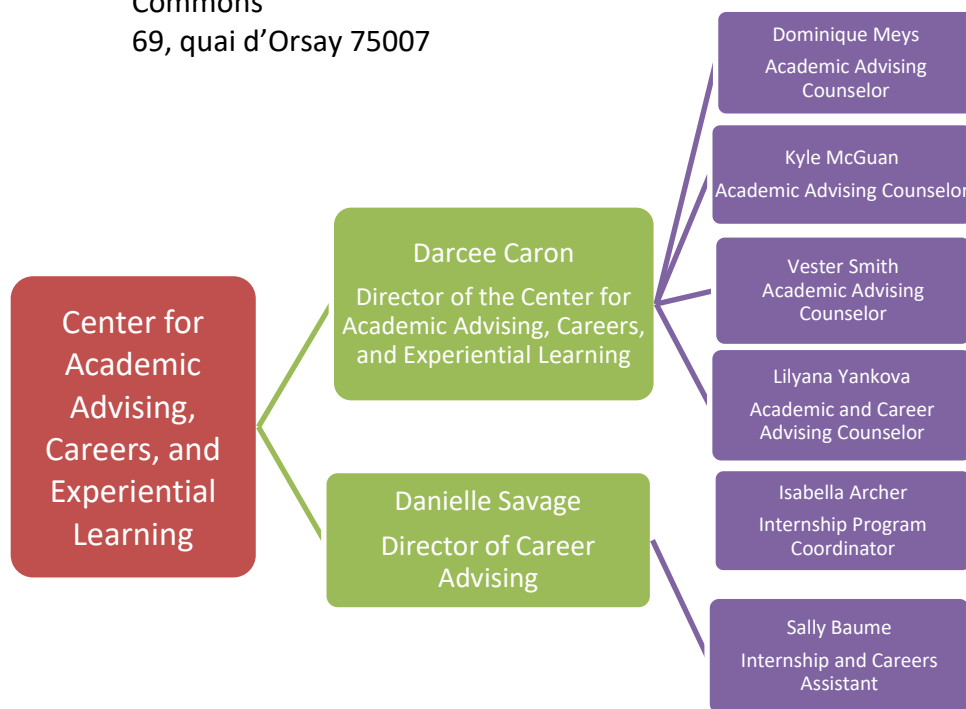
- MAY overlap with FirstBridge courses and/or the Minor(s) but they **MAY NOT** overlap with courses in the Major.
    - **Exceptions may apply for double majors** but must be verified with the Registrar. Double majors must be in different disciplinary bases, example: may not apply to a double major in Global Comm & Journalism: Courses fulfilling the requirements of a major can also be used to satisfy the Comparing Worlds, Mapping the World, or Integrative Inquiry requirements.
  - MUST be in at least two different disciplines and those disciplines must be different from the Major discipline.
    - **Exceptions may apply for double majors & interdisciplinary majors but must be verified with the Registrar:** students doing a double major (must be in different disciplinary bases and must be verified by the Registrar) or an interdisciplinary major\* are allowed to fulfil the Comparing Worlds, Mapping the World, or Integrative Inquiry requirements with GE/GLACC coded courses taken in any of the disciplines of their major(s). These courses may not double dip (count for both the majors and GE/GLACC at the same time) \*Interdisciplinary majors: 1) Politics, Philosophy and Economics 2) History, Law, and Society 3) Gender, Sexuality, and Society 4) Environmental Studies 5) Middle East Pluralities 6) Math and Computer Science.
- **Modeling the World/Quantitative and Experimental Reasoning/FirstBridge/Major/Minor:**
- Courses taken to satisfy the General Education Math (GE120) and Science (GE130) requirements MAY overlap with FirstBridge, Major and Minor courses.
  - Courses taken to satisfy the GLACC Math (CCM) and Science (CCS) requirements MAY overlap with FirstBridge, Major and Minor courses.
- **Digital Literacy and Communication:**
- Courses taken to satisfy the Digital Literacy and Communication requirement MAY overlap with the major. However, do not count the credits twice!

### 3. CENTER FOR ACADEMIC, CAREER, AND EXPERIENTIAL ADVISING

#### 3.1. ACADEMIC ADVISING, INTERNSHIP AND CAREER OFFICES, EXPERIENTIAL LEARNING OFFICE



3<sup>rd</sup> floor Quai d'Orsay Learning  
Commons  
69, quai d'Orsay 75007



**The Academic Advising Center** coordinates undergraduate academic advising assignments, provides open advising assistance if needed, and serves as a resource for transfer credits and study abroad information.  
[advising@aup.edu](mailto:advising@aup.edu)

**The Internship and Career Advising Offices** assist students with career planning, job searches, resume/cover letter writing, and graduate school applications.  
[internship@aup.edu](mailto:internship@aup.edu),  
[careers@aup.edu](mailto:careers@aup.edu)

**The Experiential Learning Office** encompasses the Global Professional Skills program and the Internship program.  
[gps@aup.edu](mailto:gps@aup.edu)

### 3.2. FACULTY AND ADVISING CENTER ADVISORS

All full-time and part-time degree-seeking students are assigned to an academic advisor. Freshmen are advised by one of their FirstBridge professors, who serves as their faculty advisor during their first year at AUP.

During the second year of study, all students are reassigned to a faculty advisor in their field of study. Students who have not yet declared a major are assigned to an advisor in the ACE Center.

Students whose faculty advisors are on leave (sabbatical, etc.) are assigned to an Advisor in the Advising Center while the faculty advisor is on leave.

Academic advisors develop working relationships with students to establish educational, personal and career goals as well as the strategies required to achieve them. Ultimately, the program aims to instill students with a sense of responsibility to themselves, personal organization, and maturity – assets that will facilitate success at AUP and beyond.

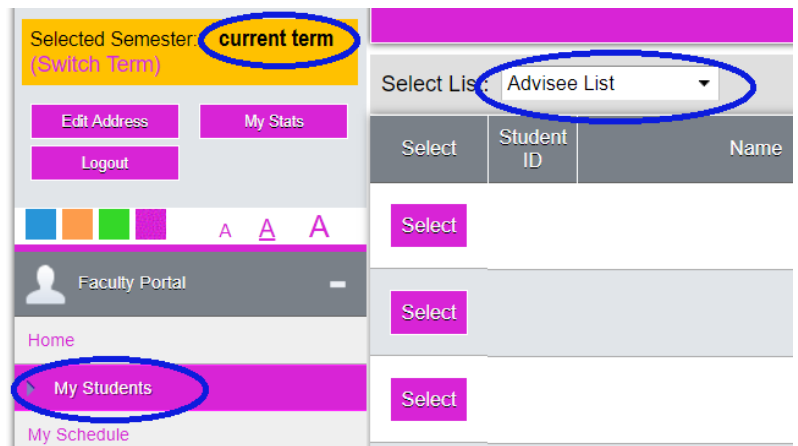
### 3.3. ADVISEES

#### 3.3.1 IDENTIFYING ADVISEES

You can see your semester advisee list by logging in to <https://faculty.aup.edu/>.

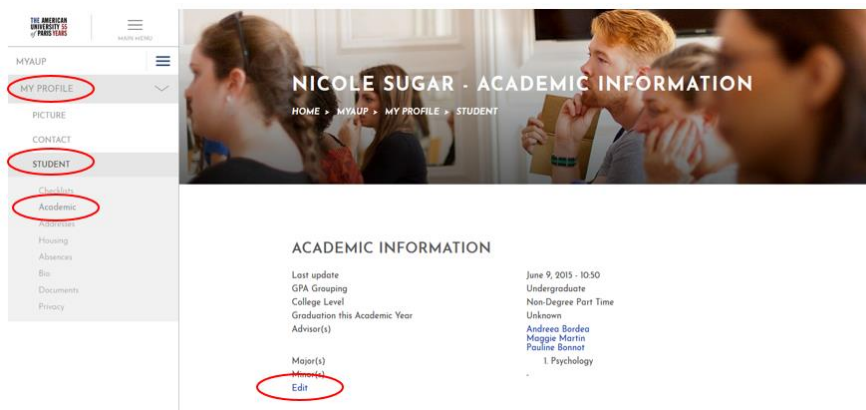
Select “My Students” on the left menu. Make sure that “Advisee List” is selected in the drop-down menu.

Please contact the Advising Center ([advising@aup.edu](mailto:advising@aup.edu)) if you notice any discrepancies.



#### 3.3.2 MAJOR & MINOR INFORMATION

This is visible on the student’s unofficial online transcript. Students can declare a major/minor by logging in to [www.aup.edu](http://www.aup.edu): My AUP→ My Profile→ Student→ Academic tab to edit the major/minor information.

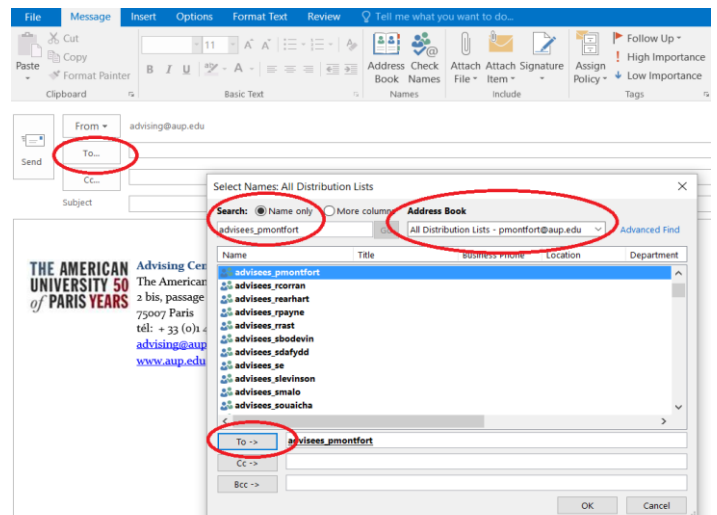


- Students have until the end of their sophomore year to declare their major.
- Please identify your advisees with 64 credits or more whose majors are still listed as “Undecided”; these students should declare their majors online and may need to be reassigned.

#### 3.3.3 CONTACTING ADVISEES

You can use Outlook to contact your group of advisees. Open Outlook:

- New email then “To” button
- “Address book”: “All distribution lists”
- “Search”: advisees\_(your NetID)
- Click on “To” to add



### 3.4. VERIFYING ACADEMIC PROGRESS (DEGREE CHECK)

Completing a degree check will allow you to:

- Identify outstanding GE or GLACC requirements
- Identify outstanding major and minor requirements
- Verify final credit hour count
- Plan for future courses/summer/internships

#### 3.4.1. IDENTIFYING REMAINING COURSES

Compare student transcript with degree requirements:

1. Identify major(s)/minor(s)
2. Identify placement results
3. Go line by line through transcript, identifying courses that apply toward major(s)/minor(s) requirements and General Education requirements.

Rules to keep in mind:

- A course with GE100/GE110/GE115/CCI classifications may not overlap with major coursework
- Overlaps allowed: 5 courses between majors, 2 courses between a major/minor or minor/minor
- Courses taken for GE or GLACC may overlap with a minor
- 50% of upper-level courses (3000-4000 level) for a major **MUST** be completed at AUP
- Only **8 transferred credits** may count toward a minor (except Fine Arts, only 4 credits may count towards the Fine Arts minor)
- 64 transfer credits maximum
- Last 16 credits must be completed on campus

#### 3.4.2. CREDIT CALCULATION

➤ **The overall credit calculation:** General Education/Core Curriculum + Major/Minor + Open electives = 128 total required credits. The number of credits for the above categories will vary per student due to differences in:

- Language and math placement results
- Number of credits required for any given major/minor
- Number of transfer credits

➤ **Doing the math:**

To calculate the # of credits the student will have earned once work in progress & outstanding work is completed:



To calculate **open electives**:



**Reminder:**  
Keep an eye on non-failed courses that **MUST** be repeated. Students will not get credit twice.

This will allow you to map out the remaining work. Make sure to consider prerequisites, course offering and open electives.

- **Tools:** All tools are available on the Advising Center's page:  
<https://www.aup.edu/academics/academic-career-resources/advising-center>
  - Undergraduate degree requirement sheets and undergraduate programs degree worksheets
  - Junior Degree Check web form
  - Degree Application for graduation (Senior Degree Check) web form
  - Academic Handbook
- **Notes:**
  - Students should double check their degree check work with an advisor
  - Keep records of your advisees' degree checks.

### 3.5. ADVISING FOR COURSE REGISTRATION

#### 3.5.1. REGISTRATION WINDOWS BY COLLEGE LEVEL

Every semester the Registrar's Office publishes the registration window dates by college level. To determine a student's corresponding window, they do **include** the credits in progress.

**Seniors (96+ cr), Juniors (64-95 cr), Sophomores (32-63 cr), Freshmen (0-31 cr)**

#### 3.5.2. ADVISING PERIOD

About two weeks before course registration opens, students should meet with their advisors in order to discuss their course selection for the following semester and other subjects related to academic planning (summer, internships, study abroad, graduation deferment, etc.).

##### **STEP 1- Contacting your advisees**

Send an email to your advisees to let them know your office hours and location.

##### **STEP 2- Making appointments**

Meet each of your advisees before their specific registration window opens. Ask them to come prepared by:

- Looking up the course offering for next semester
- Identifying prerequisites
- Listing courses, reading descriptions and checking a preliminary schedule for time conflicts

##### **STEP 3- Verifying academic progress**

Complete a Degree Check for your advisees, keeping an eye on their GPA. Juniors and Seniors need to submit an official electronic degree check according to their college standing:

- For Juniors: Submit a Junior Degree Check web form
- For Seniors: Submit a Degree Application for graduation web form (Senior Degree Check)

##### **STEP 4- Planning courses for the upcoming semester**

This will allow students to:

- Identify offering and course descriptions
- Verify that prerequisites are met
- Check for scheduling conflicts
- Plan alternate courses
- **Tools:**
  - Course offering online:  
<https://my.aup.edu/academics/course-catalog>
  - Course Schedule Worksheet:

<https://www.aup.edu/academics/academic-career-resources/advising-center>

- **Note:** A full-time schedule is 12 credits minimum

### STEP 5- Unblocking advisees

After you have advised a student, unblock him/her for registration. Your advisee will then be ready to register for courses as soon as his/her registration window opens.

Go to <https://faculty.aup.edu/> :

- 'Faculty Portal'
- Choose term
- 'Stop registration' on the left menu
- Look for your advisee → uncheck the left box → click save

The screenshot shows the Faculty Portal interface. On the left, a sidebar contains various menu items: 'Faculty Portal', 'Home', 'My Students', 'My Schedule', 'My Student Absences', 'My Absences & Course Cancellations', 'My Advising Tools', 'Registration' (highlighted), 'Course Offering', 'Course Master', 'Degree Information', 'Stop Registration' (circled), 'Grade Change Request', 'Academic', 'Class Roster', 'Course Management', and 'My Courses'. The main area is titled 'Stop Registration' and features a table with columns for 'Student Name', 'Student ID', and 'Student Type'. A 'Select all' checkbox is at the top left of the table. A checkbox for a student is circled. At the bottom right, there is a 'Save' button. The text 'Total Students: 24' is visible at the bottom right of the table area.

## 3.6. ADVISING FOR STUDY ABROAD

### 3.6.1 STUDYING ABROAD WITH A PARTNER SCHOOL

AUP maintains special partnerships with top-tier universities around the world that allow students to spend a semester as a full-time student at another institution while earning credit toward their AUP degree. To learn more about our current partnerships, visit our Study Abroad webpage:

<https://www.aup.edu/academics/study-abroad>

- **Procedure:** To study abroad through a partner school, AUP requires students to complete an application process. Refer students to the Advising Center at [advising@aup.edu](mailto:advising@aup.edu). We meet with students planning on studying abroad to:

- Provide them with information and guidance throughout the process:
  - Eligibility criteria
  - AUP's nomination process and deadlines
  - Partner Schools' application process and deadlines

- Academic policies for students studying abroad
- Help them get started on the **external course pre-approval form**. This form allows them to:
  - Verify that the course selection abroad fits logically with their AUP degree plan as determined by a degree check with the advisor
  - Identify remaining outstanding requirements (major/minor/GE or GLACC/open electives)
  - Seek AUP equivalencies in advance for courses that they plan to take abroad
- Assign the student to the Advising Center for advising during their time abroad

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### 3.6.2 STUDYING ABROAD WITH A NON-PARTNER SCHOOL

- **Students have the option to study abroad independently (with an non-partner school).**
  - No AUP eligibility criteria, deadlines or nomination process
  - Students apply directly to the school they wish to attend
  - Completion of **external course approval** paperwork is mandatory:  
[https://www.aup.edu/sites/default/files/download/Academics/academic-resources/academic-forms/aup\\_external\\_course\\_approval\\_form.pdf](https://www.aup.edu/sites/default/files/download/Academics/academic-resources/academic-forms/aup_external_course_approval_form.pdf)  
 This form allows students to:
    - Verify that the course selection abroad fits logically with their AUP degree plan as determined by a degree check with the advisor
    - Identify remaining outstanding requirements (major/minor/core curriculum/open electives)
    - Seek AUP equivalencies in advance for courses that they plan to take abroad
- **Procedure:** Students should contact the university they wish to attend to ask about their course offering and application requirements, procedures, and deadlines.
  - The Advising Center can provide students with information on:
    - Completion of the external course pre-approval form
    - Academic policies for students studying abroad with non-partner schools
  - The assigned academic advisor assists the student with the completion of the external course pre-approval form (Page 2- full degree check)
  - The assigned academic advisor remains assigned to the student during their time abroad.

## 3.7. OTHER ADVISING TOPICS

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### 3.7.1. SUMMER COURSES

- **Why take summer courses?**
  - Many courses fulfill core curriculum requirements
  - They can serve as prerequisites for degree requirements
  - Summer offers new topical courses that are not regularly offered for elective credits
  - There are three summer sessions: one session of 6-week summer courses and two consecutive 3-week summer courses, in June and July.

The maximum number of credits allowed is 11. If students wish to take more than 11 credits, they need to submit a permission to overload and have a 3.0 GPA.



### 3.7.2. INTERNSHIPS & STUDENT STATUS EXTENSION

**The American University of Paris encourages students to complete at least one internship during their academic program. Internships enable students to explore their interests, develop their network, and gain the professional experience they need for life after graduation.**

**What is a Student Status extension and why is it a great opportunity?**

- Available to all degree-seeking students who are in their last semester of study and who wish to defer their graduation to extend their student status to register an internship.
- Once they have graduated, students can no longer do a Student Status Extension.
- Students must submit their final internship semester request by a set deadline for their request to be considered by the Internship Office but do not need to have found the internship before requesting a final internship semester (graduation deferment).
- The final internship is registered for 0-credits.
- Students must pay the current 0-credit internship registration fee, and may need to pay to extend their health insurance coverage.
- A final full-time internship is the perfect springboard into a career.
- Can also be relevant for an internship abroad if the internship employer requires either proof of enrolment, or AUP's signature on the internship contract.
- Students who take a Capstone Internship in the Spring or Summer can walk in May.

➤ **Why thinking about it early is the best strategy:**

There are visa requirements, budget concerns and academic policies to consider:

- The internship must be aligned with the student's course of study.
- For visa holders, the internship registration will allow the student to renew or extend the visa.
- Not eligible for US federal loans or loan repayment deferral, living expenses to budget, etc.

**For more information, contact the Internship Office:** Isabella Archer, Internship Program Manager (ext. 625)/ [internship@aup.edu](mailto:internship@aup.edu)

## 4. FERPA

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act (as amended) grants four specific rights to the adult student. The purpose of this law is to protect the rights of students and to ensure the privacy and accuracy of educational records. The act applies to all institutions that are recipients



of federal aid administered by the U.S. Department of Education. FERPA law requires institutions to notify students of their rights under FERPA.

## FACULTY AND ADVISORS MUST ABIDE BY FERPA POLICIES

Advisors will encounter confidential student information in the course of their work with advisees and have the responsibility to protect educational records in their possession (transcripts, personal information). Please be careful when printing transcripts to not forget them on the printer.

- Advisors cannot speak with a parent about the academic performance of their student without the student's permission (student is either present and agrees or has signed a **FERPA release form** available in the Registrar's Office).
- Advisors should not openly discuss a student's academic profile or personal situation with colleagues who do not have legitimate educational interest to receive this information.
- Faculty has no legitimate interest in reviewing a student's (not an advisee's) previous courses or grades, despite their wish to advise the student and write recommendation letters. They should obtain this information directly from the student. Faculty and Advisors have the right to write recommendation letters as long as they do not include grade or GPA information. They can do so once the student gives their written consent to include this information.
- Faculty can never publish or post grades by student name or ID number. Faculty websites should never contain personally identifiable information pertaining to students.
- Course rosters circulated in class should not include an ID number next to a name.

For more information, go to the Registrar's Office page:

<https://www.aup.edu/academics/academic-career-resources/registrars-office/privacy-policy>

## 5. RESOURCES AND TOOLS

- **Advising Center:** <https://www.aup.edu/academics/academic-career-resources/advising-center>
  - **Academic handbook** (academic policies, rules, etc.)  
<https://www.aup.edu/sites/default/files/download/Academics/academic-resources/Academic%20Handbook%20Jan%202018.pdf>
  - **Major and Minor degree requirements:**
    - All current degree requirements:
      - AUP's public website:  
(<https://www.aup.edu/academics/undergraduate/majors-minors>)
      - PDF version  
(<https://www.aup.edu/academics/academic-career-resources/advising-center/degree-requirements>).
      - Undergraduate degree worksheets  
(<https://www.aup.edu/academics/academic-career-resources/advising-center/degree-requirements>).

- Previous years' programs (Institutional archives):  
<https://my.aup.edu/about/strategic-planning/assessment-learning-institutional-research/institutional-archives>
- **Course Catalog:**
  - Online: <https://my.aup.edu/academics/course-catalog>
  - Portal: <https://faculty.aup.edu>
- **Scheduling Information** (General Education offering, cross-listed courses)  
<https://www.aup.edu/academics/academic-career-resources/registrar-office/scheduling-information>
- **Junior Degree Check**  
<https://my.aup.edu/webform/junior-degree-check-babs>
- **Degree Application for Graduation**  
<https://my.aup.edu/webform/senior-degree-check>
- **Study Abroad**  
<https://www.aup.edu/academics/study-abroad>
- **Forms:**
  - Public Academic forms : <https://www.aup.edu/academics/academic-career-resources/registrar-office/academic-forms>
  - Protected Academic Forms:
    - Prerequisite Override Petition form :  
<http://fd10.formdesk.com/aup/PermissionToEnroll>
    - Credit Overload Petition: <https://my.aup.edu/academics/offices-resources/registrar/registration/course-overload-petition>
    - Enroll in Full Course Petition:  
<http://fd10.formdesk.com/aup/PermissionToOverEnroll>
- **Internship Office:** <https://www.aup.edu/academics/academic-career-resources/internship-office>
  - Plan & find your internship: <https://www.aup.edu/academics/academic-career-resources/internship-office/plan-find-your-internship>
  - Register an internship: <https://www.aup.edu/academics/academic-career-resources/internship-office/register-your-internship>
  - Internship Assignments: <https://www.aup.edu/academics/academic-career-resources/internship-office/after-your-internship>
- **Career development Office:** <https://www.aup.edu/academics/academic-career-resources/career-development-office>
  - Services and resources : <https://www.aup.edu/academics/academic-career-resources/career-development-office/resources-services>
  - Job/internship database: <https://www.aup.edu/academics/academic-career-resources/career-development-office/job-internship-database>
  - Mentoring program: <https://www.aup.edu/academics/academic-career-resources/career-development-office/career-mentoring-program>
  - Employer network: <https://www.aup.edu/academics/academic-career-resources/career-development-office/employer-network>
  - Global Talent Brochure: <https://www.aup.edu/academics/academic-career-resources/career-development-office/global-talent-brochure>