

THE AMERICAN UNIVERSITY OF PARIS

STUDENT HANDBOOK

2018-2019



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OUR MISSION

Chartered as a liberal arts college in 1962, The American University of Paris is today an urban, independent, international university located at the meeting point of France, Europe, and the world.

The University provides a student-centered, career-enabling, and transformative learning experience to the global explorers who are its Bachelor's and Master's students, empowering them to cross both disciplinary and cultural borders with ease in order to assume their places as responsible actors in over 140 countries worldwide.

AUP's mission is to educate its graduates to communicate effectively in a world of many languages; to read well, listen carefully, and write intelligently in a voice of their own; to become critical thinkers about history and human societies, economics, culture, literature, the arts, science, politics, psychology, business, and communication; to develop creative interdisciplinary

solutions to contemporary global challenges; to be digitally literate in a world of swift-paced change; to understand the ethical imperatives of living in such a world; and to move across the cultural borders of the contemporary world with a sense of commitment to and responsibility for a world held in common.

The University achieves its mission by providing to its students a curriculum combining liberal arts inquiry and preparation for professional life, student-centered and active learning in small classroom settings; dynamic, engaged teaching informed by both disciplinary and interdisciplinary faculty scholarship; a host of opportunities for direct experience of the world and its many

cultures; a wealth of intellectual exchanges on campus at conferences of global reach; and an integrated learning model that marries classroom learning and its application to real-world contexts, preparing students to master and to make, to reflect and to apply, to analyze and to act. In these ways, an AUP education supports professional skills development and cultural fluency, the sense of global engagement and the capacity to negotiate difference that emerge from the natural diversity of AUP's student and faculty bodies. Upon graduation, AUP students take part in and benefit from the global network that is our worldwide alumni community, creating lifelong connections to one another and to the University.



ACADEMIC
LIFE

CONGRATULATIONS

ON YOUR CHOICE TO STUDY AT THE AMERICAN UNIVERSITY OF PARIS!

We are confident that your intellectual journey at AUP will be exciting and that it will open a lifetime of possibilities.

Our mission in Academic Affairs can be simply stated: to make your experience at AUP as rigorous and relevant as possible so that you can meet the challenges of the global 21st century. We accomplish this with a world-class faculty, an innovative curriculum and high-quality academic and student support. AUP professors and professional staff are all deeply devoted to your learning and are eager to help you identify the resources and services that you will need along your path to personal discovery and success.

At AUP you will get the best of two worlds: an American education focused on interdisciplinary and cross-cultural learning and the unrivaled experience of living, interning, and cultivating your talents in Paris. Your professors will expose you to fascinating new people, ideas, places, and opportunities;

they will use the city to stretch you in unimaginable new ways; and they will help you develop global skills and insights highly valued by contemporary organizations and employees. The American model of education, however, is not simply about career preparation. It is also about transformational experiences and self-discovery. If it's done right, lightning will strike: a spark will cross the gap between minds. Be prepared to let it happen! Our hope is that you will uncover at AUP your unique passions as well as the most rewarding pathways for their full cultivation and expression.

As Provost of AUP, I want to say once again that we are very excited that you will be among us. If you have any questions or concerns, please do not hesitate to contact our offices or me personally.

On behalf of the faculty and academic staff of The American University of Paris, I wish you a successful year.

William F Fisher

Provost

ACADEMIC CALENDAR



FALL 2018

September

- 3-7 Orientation begins for different new student groups
- 7 Late registration for returning students
- 10 Classes begin
- 16 Last day to drop/add courses online

October

- 24 Mid-semester
- 26 Mid-semester grades due
- 31 - Fall break (no classes)
- 4 Nov.

November

- 9 Last day to withdraw from a course
- 9 Last day to choose CR/NC grading option

December

- 12 Last day of classes
- 13-16 Reading days
- 17-21 Final Exams

January

- 3 All grades due

SPRING 2019

N.B.: Last day of classes is May 8 (Victoire). A faculty retreat will be held February 26 - there will be no classes that day.

January

- 18 Late registration for returning students
- 21 Classes begin
- 27 Last day to drop/add courses

March

- 4-15 Spring break (no classes)
- 20 Mid-semester
- 22 Mid-semester grades due

April

- 5 Last day to withdraw or choose credit/no credit option
- 22 Easter Monday (no classes)

May

- 1 Holiday (no classes- library closed)
- 8 Last day of classes (Victoire)
- 9-12 Reading days
- 13-17 Final exams
- 21 Degree candidate grades due
- 27 Graduation
- 28 All grades due



UNDERGRADUATE

Become familiar on these pages with the many aspects of academic life at AUP, including our academic policies and support resources.

You will pick a major by the end of your second year at AUP. This choice will determine your main concentration of coursework and your area of academic expertise. Because students typically view the major as their main career pathway, this decision can often be a source of anxiety. Many students, of course, know right away what they want to study based on a

precise career choice (business, journalism, psychology, management, and so on). Yet many more students do not know what they want to study as they enter college. If this describes you, don't worry! You have time to sample courses and to figure out what major is best suited to your personal interests. Don't settle for a major because you think it's practical or because somebody else wishes it for you. Try to uncover what you are passionate about and what you want to spend your life doing. Be open to

the adventure of intellectual discovery. Be ready to change majors if you make a discovery and feel that your original choice was an error. The American system of education allows for choice and flexibility. And keep in mind that employers look last at what you majored in. They care that you can think, reason, write, speak and problem solve well.

You are lucky: AUP boasts a wide variety of innovative majors. Examples range from Art History (for which Paris museums are your classroom) through

Middle Eastern Pluralities or even Quantitative Environmental Science. Look below to see an overview of AUP's programs and go online to familiarize yourself with offerings and requirements. Talk to your advisor. While you are at it, figure out what minors are available. Often it is an interdisciplinary combination of coursework that you will find fascinating and that future employers will find valuable in your AUP experience. Remember that 35-40% percent of hiring is major independent—meaning that what



many employers desire is a blend of certain skill-sets (available via many majors) and professionalizing experiences such as internships.

ART HISTORY AND FINE ARTS

Extending the classroom outward to the 132 museums and monuments in Paris and to destinations all over Europe, the Department of Art History makes certain that you acquire a broad grasp of the evolution of Western Art. You learn to look carefully, to analyze works critically, and to develop a good visual memory. Research skills are continually sharpened, and you reach an optimal level of both written and oral expression. As a Fine Arts student you learn about the artistic past while discovering your own talent through a rigorously structured art studio program that includes drawing, painting, sculpture, and printmaking. You learn to solve problems in alternative ways and to develop a critical view of your own work.

The Department offers majors and minors in Art History, Visual Culture, and Fine Arts and contributes to the major in Gender, Sexuality, & Society.

COMPARATIVE LITERATURE AND ENGLISH

The Department of Comparative Literature and English teaches you to pay close attention to the written word in the analysis of historical, social, philosophical, and psychological processes. You become a critical and creative thinker, learning to use the English language powerfully and precisely within a world of many languages and cultures. You learn to analyze and interpret individual literary texts and to make enlightened connections with other works and disciplines. Through intensive practice in writing, you acquire professional writing skills within the cultural sphere, learning to express your ideas both clearly and elegantly. Close advising helps you to articulate a personal focus

of study and to match your individual interests with departmental requirements. The Department offers a major in Comparative Literature in Literary Studies & the Creative Arts, a major in Creative Writing as well as minors such as Classical Civilization, Creative Writing and Linguistics. The Department directs the English Foundation Program and the General Education requirement "Speaking the World: English."

COMPUTER SCIENCE, MATH AND ENVIRONMENTAL SCIENCE

As a student of Computer Science you learn to understand the theoretical underpinnings of the field of computing and software development, and prepare to work in a field in which radical change is the norm. Professors in the department specialize in the areas of human computer interaction, artificial intelligence, and robotics.

Emphasizing interdisciplinary education and research, the Computer Science program maintains close ties with many other departments, as well as with research centers, universities, and industry in Europe and all over the world.

If you envision an environmentally oriented career or want to explore the science of the environment and implications for policy, you will learn different environmental disciplines using scientific methods and understand the relationships amongst science, policy and citizen activism as you pursue courses in Environmental Science.

Coursework in this department enhances your general education at AUP by providing you with skills for quantitative and abstract reasoning, comprehension, analysis, integration of knowledge, and problem-solving. The Department offers a major in Computer Science, a major in



Quantitative Environmental Science, a major in Environmental Studies and several minors. It directs the General Education requirement "Modeling the World: Math & Science."

ECONOMICS

The Department of Economics provides you with tools, techniques, and a scientific system of analysis to aid your understanding and appraisal of current economic issues. It offers an array of challenging courses in theoretical and applied economics that enable you to develop critical, analytical, and empirical insights into economic issues. Recognizing that economics is only one way of examining societal problems, the department and its faculty encourage an interdisciplinary approach to the discipline that prepares you for a reflective, ethical, and global understanding of economics.

The Department offers a major and a minor in International Economics, and also plays an integral part in the teaching of the Philosophy, Politics, and Economics (PPE) major that is housed in the Department of International and Comparative Politics.

FILM STUDIES

Combining AUP's liberal arts tradition with hands-on practice in filmmaking and video production, the Film Studies Department provides you with a strong background in the history, aesthetics, and theory of film, while introducing you to the practical arts of writing, directing, and producing. You emerge with a broad knowledge of film history and awareness of cinema's connections to other major art forms, such as literature, photography, painting, and music. You acquire analytical skills and are trained to master the grammar of film syntax, image components,

narrative structures, and genres. In addition, you learn the basic techniques of production, directing, writing, editing, and managing small productions. You will have opportunities to network through participation in festivals, screenings, and master classes, facilitating a wide range of possible career paths.

The Department offers a major and a minor in Film Studies and contributes to majors and minors in Global Communications and Visual Culture.

FRENCH STUDIES AND MODERN LANGUAGES

The programs offered by the French Department equip you with communication skills for your everyday life in Paris as well as for a multitude of career paths: speaking, understanding, reading, and writing. Courses are student-centered, run by dynamic teachers, and designed according to the latest educational

methods. Language classes are supplemented by a lively multimedia program, regular excursions in Paris, as well as exhibitions and themed evenings organized by the department. You are actively involved in the learning process, whether by sharing your unique experiences with French students or writing articles for the departmental blog.

In addition to directing the General Education requirement "Speaking the World: French" and offering upper-level French courses, the Department offers courses in Linguistics, Arabic, Italian, and Spanish and contributes to the minor in Linguistics, European Languages and Cultures and Parisian Studies.

GLOBAL COMMUNICATIONS

The Department of Global Communications trains future world citizens to think comparatively about our changing societies, infused as



they are by information and digital technology. In a fluid, ever-changing environment, the Department's approach is resolutely interdisciplinary and cross-cultural. You are exposed to both theory and practice, with a strong grounding in the field's historical roots. You learn to think creatively about communication in all its forms, from the first uses of signs to digital flows. You work on the intersections amongst media, meaning, and social practices. The discipline is a rich weave of anthropology, journalism and media studies, geography, political economy, semiotics, and sociology. Global Communications serves as a gateway to a world grappling with a techno-cultural revolution of unprecedented speed and reach.

The Department offers majors and minors in Global Communications, Visual Culture, and Journalism, plus minors in Anthropology and Comparative Political Communication.

HISTORY AND PHILOSOPHY

A critical understanding of the past cultivates your appreciation of its relevance to the present and to the construction of the future. The history of Paris spans over 2,000 years and the markers of this past are still visible today. For this reason, the Department considers Paris its most essential partner. Regular visits in Paris—and to other important cities across the continent—are an integral part of its program. Because history is a way to understand the full range of human experience, the department draws strength from several disciplines. Art History, Global Communications, Film, French Studies, Politics, Philosophy, Psychology, and Comparative Literature all contribute to placing history in its geographic, temporal, and cultural context.

The Department offers majors and minors in History, in History, Law & Society, in Philosophy, and in Middle East Pluralities, and several minors.

The philosophy major and minor is concerned with life's fundamental questions: existence, value, and truth, and allows you to study key texts and investigate the big questions. This investigation not only hones intellectual and critical-thinking skills, it also helps you discover more about yourself and what you believe.

INTERNATIONAL AND COMPARATIVE POLITICS

The field of International and Comparative Politics is a systematic study of political institutions, processes and behaviors that can help you understand some of the biggest questions of our day. It prepares students of diverse nationalities to become world citizens ready to assume the responsibility of civic and political leadership in the twenty-first century. You will choose from courses in political science, government, law, geopolitics, country and regional studies, and political economy that

provide a sophisticated examination of the allocation of ideas and resources across nations and societies. Through cooperation with world renowned universities and ties to international institutions, UN agencies, the media and non-governmental organizations, the department offers you many opportunities for intellectual exploration, internships and special research and publication projects. The Department offers a major in International and Comparative Politics and a major in Philosophy, Politics and Economy as well as minors in Politics, International Law, and Environmental Policy.



INTERNATIONAL BUSINESS ADMINISTRATION

AUP's International Business Administration Department teaches you all the skills needed to succeed in a rapidly-changing and global world of management and commerce. Now that major companies operate across national borders, employers seek graduates who have a proven ability to solve problems and manage effectively across cultures. In addition to learning the concepts, models, and techniques required by the business world, you practice real world problem solving, leadership, teamwork, and effective communication skills, gaining in the process global understanding and a sense of ethics and responsibility.

The Finance major prepares you to understand the economic and

financial environment, and enables you to evaluate alternative investment opportunities, to learn how to finance those opportunities, and to manage optimal portfolios of financial assets. In the Entrepreneurship major you learn small business management and the activities required for planning and creating new enterprises within a single country and internationally.

The Department offers majors and minors in International Business Administration, International Finance, Entrepreneurship, Management, and Management Information Systems.

PSYCHOLOGY

Psychology is the study of action, thought, and feeling. Why do people do what they do? What does "normal" mean? If you've ever

wondered about other people's motivations or tried to understand your own feelings, you've already explored psychology informally. Psychology is the formal inquiry into such questions, providing you with a solid background in the central theories and controversies in contemporary psychology. Our faculty is especially interested in how culture and social context influence basic aspects of psychology. The program aims to foster dialogue amongst different perspectives to give insight into the complexity of human beings, their social positions, and their relationships. You are prepared for entry into professional life or for graduate studies in diverse programs of study, including clinical, neuroscience, developmental, social, organizational and cultural psychology.

The Department offers a major and minor in Psychology, a major in Gender, Sexuality, and Society, and a minor in Gender Studies.

SELF-DESIGNED MAJOR (BA)

You may be a particularly motivated student who wishes to define your own interdisciplinary course of study at AUP in a form unavailable in the traditional disciplines. If you have a clear vision of your objectives and are prepared to add the extra work, you may, under the supervision of two faculty members, submit a proposal for a Self-Designed Major. The proposal will be considered by the Curriculum Committee. Only a few proposals are accepted each year so you should also have a traditional major in mind as an alternative.

FOR ADDITIONAL INFORMATION:

Contact the department chair(s) listed in the back of the handbook or contact the Advising Center at advising@aup.edu



STUDY ABROAD

AUP maintains special partnerships with top-tier universities around the world that allow you to spend a semester as a full-time-student at another institution while earning credit toward your AUP degree.

Study abroad institutions available to undergraduate students:

University of Cape Town | South Africa

The University of Miami | Florida, USA

The American University of Cairo | Egypt

Lingnan University | Hong Kong

The University of Oslo | Norway

AUP also has special curricular exchange agreements with member schools in the Association of American International Colleges and Universities (AAICU), a consortium of American universities across Europe, North Africa, Central Asia and the Middle East.



GRADUATE

MASTER OF SCIENCE IN INTERNATIONAL MANAGEMENT

The MSc in Management offers a grounding in the theories and practices of international management in small classrooms of peers and faculty from around the world. You will focus on analysis and problem solving of management challenges and develop a critical understanding of the economic and socio-political environments of companies and other organizational forms. Our American-style graduate education offers you choice while providing global perspectives and experience with the various contexts of managerial work.

MASTER OF ARTS IN GLOBAL COMMUNICATIONS

A cutting-edge program designed for students who want to learn the rare combination of critical theoretical research skills in media and communications and practical hands-on training in branding, public relations, video productions and advocacy. The Master's of Arts in Global Communication also offers a fashion track, a digital cultures and industries track or a development communications track.

MASTER OF ARTS IN INTERNATIONAL AFFAIRS, CONFLICT RESOLUTION AND CIVIL SOCIETY DEVELOPMENT

The dual-language, dual-degree Master of Arts in International Affairs, Conflict Resolution, and Civil Society Development permits you to earn both an American-accredited Master's degree and a certificate from the Sorbonne-Paris 1. A one-year, English-language program, as well as a two-year, part-time, English-language program in international affairs, is also available.

MASTER OF ARTS IN DIPLOMACY AND INTERNATIONAL LAW

AUP's Masters in Diplomacy and International Law aims to achieve concrete results, using the respective tools of each discipline to prepare you to develop real-world solutions. This interdisciplinary program will enable you to think critically about complex diplomatic and international legal issues in real contexts. This is a highly competitive, one-year program that offers you a graduate degree in partnership with Oxford University's summer program in International Human Rights Law.

FOR ADDITIONAL INFORMATION:

Graduate Program Administrators: Elizabeth Guinel | eguinel@aup.edu
Lilyana Yankova | lyankova@aup.edu



STUDY TRIPS

GO EXPLORE

For practical information on taking part in our cultural excursions and study trips head to p. 60

Engage directly with the histories, perspectives and contemporary realities of some of the most fascinating places in Europe and beyond.

AUP's faculty-led study trips are closely tied to AUP's academic curriculum, permitting you to experience in an immediate and tangible way the ideas you have learned about in books and lectures.

CHOOSE YOUR DESTINATION

Take an art history trip to London, study sustainability in Sweden, discuss the business climate with entrepreneurs in Istanbul, or visit human rights NGOs and war crimes courts from the Bosnian war in Sarajevo and Belgrade. Though most trips last one to four days and take you to destinations within France and Europe, some are longer and explore other continents. Check the website regularly for new opportunities.

STUDY BEYOND THE CLASSROOM

Study trips are led by AUP faculty members, in order to closely complement your academic experience while at the University. The trips are organized by the Cultural Program Office in close collaboration with faculty members, so that trips carefully link with course material. Study trips and excursions are offered throughout the year, and you may go on trips designed for courses you are not enrolled in. Trips connect to courses in a range of ways: a contemporary world literature course goes to the Frankfurt Book Fair; an advertising and branding course trip heads for London and includes visits to multiple agencies in the city; a politics or communications class might go to Bosnia-Herzegovina and Serbia and an environmental science class may study sustainability in Sweden. As you prepare for your upcoming semester you should be sure to understand the cultural study options available to you by going to the AUP website at www.aup.edu



ACADEMIC INTEGRITY

The American University of Paris values honesty, fairness, and respect in all academic endeavors. Integrity in this context includes a commitment to providing a true and valid indication of individual achievement. A number of actions comprise academic integrity and honesty and they all involve taking responsibility for your own work, citing sources responsibly, and attributing any borrowed materials in a rigorous and forthright way. The most egregious examples of academic misconduct include plagiarism, fabrication, and cheating. Infringements of the Code of Academic Integrity are serious and can lead to failing grades or dismissal from the University. The importance of this topic requires a few examples and explanations to provide clarity.

PLAGIARISM

Failure to acknowledge the sources and authors of all borrowed, quoted, copied or paraphrased material (in any format) constitutes a serious violation of academic integrity. All use of, or references to, the work or ideas of others (including books, research, opinions, statistics, Web/Internet content, electronic communications), whether published or unpublished, must be correctly cited. Plagiarism includes the use or submission of someone else's work as one's own work. It is considered theft and is unacceptable practice at AUP. Plagiarism can take the following forms:

- Submitting research, papers, assignments, quizzes or examinations produced by another as one's own;
- Submitting purchased material,

such as a term paper, for coursework or credit;

- Restating or paraphrasing works without acknowledging or correctly citing the source(s);
- Copying any portion of work belonging to another without proper citation.

The AUP Writing Lab offers workshops and individual consultations if you have questions about plagiarism. Writing Lab tutors are experts in citation guidelines and can explain when, why, and where to attribute ownership of ideas and content included in research papers and assignments. You can make an appointment in the Academic Resource Center (arc@aup.edu) to have your papers checked before submission, if you are concerned. The MLA Handbook for Writers of Research Papers and other citation guides are available to you.

FABRICATION AND FALSIFICATION

Fabrication is the practice of inventing information, or knowingly submitting dishonest work. It includes the falsification of research, data, quotations, studies or other findings, and thus is an unacceptable practice. Examples of fabrication or falsification include the following:

- Submitting a paper, thesis, lab report, or other academic exercise that is falsified, invented, or contains fictitious data or evidence;
- Deliberately and knowingly concealing or distorting the true nature, origin, or function of data or evidence;
- Falsifying or misrepresenting one's records, transcripts, experience, or coursework;
- Selectively manipulating research and results.



CHEATING

Academic integrity requires compliance with all testing and evaluation procedures so that the results demonstrate your honest mastery of information. Cheating is the act or attempted act of deceiving, misleading or misrepresenting this mastery and is unacceptable behavior. Examples include:

- Copying from another student's quiz, test, or examination paper;
- Obtaining unauthorized access to testing content before, during, or after an exam;
- Using unauthorized aids such as notes, textbooks, PDAs, cell phones or calculators, while taking an exam;
- Collaborating on a test, quiz, or other project in a manner unauthorized by the instructor.

ADDITIONAL EXAMPLES OF ACADEMIC MISCONDUCT

Academic integrity policies are important to your success and fair treatment. If your work, progress, and performance are not measured under equitable conditions, you may obtain an unfair advantage over your peers. Additional examples of academic misconduct include, but are not limited to:

- Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the professor;
- Encouraging, or collaborating with, another student to violate the Code of Academic Integrity;
- Stealing, defacing, or concealing library or course materials with the purpose of depriving others of their use;
- Tampering with grades, course documents or student records, with the purpose of obtaining an unfair advantage over other students;
- Failing to comply with AUP's Acceptable Use Policy for the use of University computer resources and networks;
- Failing to adhere to University policies for classroom decorum, such as disrupting the class by arriving late or leaving the room while class is in session, using or consulting a cell phone during class, talking to a neighbor, reading e-mail or otherwise compromising the learning experience of one's fellow students.

PROCEDURE FOR VIOLATIONS OF ACADEMIC INTEGRITY

Minor infractions and first-time offenses are often resolved between you and the professor. The professor may choose to consult with his/her Department Chair, the Office of Academic Integrity or the Provost. You may consult with your academic advisor, the Office of Student Development, the Office of Academic Integrity, or student members of the Honor Board.

In order to facilitate these processes, the Office of Academic Integrity provides a faculty-student resolution form. The forms are available online. Resolution forms allow you and the professor to come to an agreement upon the circumstances and the penalty for violations. If you choose to dispute the outcome of a particular incident, the matter will be referred to the Office of Academic Integrity for mediation.

THE OFFICE OF ACADEMIC INTEGRITY

The Office of Academic Integrity, working closely with Academic Resource Center and the Writing Lab, supports both students and faculty members by providing information on integrity issues and mediating cases of academic dishonesty.

Disputes that are not resolved between faculty and students are formally handled by the Office of Academic Integrity. The Director of the Office of Academic Integrity serves as an impartial mediator and will attempt to resolve difficulties and seek resolutions.

Confidential questions and concerns may be sent to academicintegrity@aup.edu. For more information on what constitutes academic dishonesty, please see our Writing Lab website: aup.edu/academics/academic-and-career-resources/academic-resource-center/writing-lab.

STUDENT PLEDGE TO UPHOLD THE AUP CODE OF ACADEMIC INTEGRITY

In the interest of academic excellence and community trust, all members of AUP are responsible for understanding and upholding the tenets of the Code of Academic Integrity.

- I pledge that I will neither misrepresent my work nor give or receive unauthorized aid.
- I accept responsibility for maintaining the AUP Code of Academic Integrity at all times.
- I pledge to foster an atmosphere of honesty and academic integrity among my fellow students.
- I pledge to practice ethical behavior in the use of research

data, university records, information and information technology.

- I will uphold the highest standards of academic integrity in all of my work at AUP, including during examinations.
- I understand that I will be subject to serious sanctions should I commit any violation of the AUP Code of Academic Integrity. Sanctions may involve failing grades, suspension or expulsion from the University.

THE HONOR BOARD

Incidents involving egregious offenses, repeat offenses and/or unresolved appeals will be turned over to the Honor Board for adjudication. The Honor Board will hear all cases that could result in suspension or expulsion. You may request an advocate from the Office of Student Development or from the Honor Board at any time during the formal procedures. Honor Board decisions are final. Only the President of the University can reverse an Honor Board decision. A confidential written record of Honor Board proceedings will be kept on file in the Office of Student Development, and a written record of the Honor Board's conclusions will be placed in the your file.

THE HONOR BOARD

If you dispute or appeal the findings of the Office of Academic Integrity, the case can be referred to the Honor Board.

The Honor Board is composed of seven members who are prepared to meet at least once per semester. Its membership includes: two teaching faculty members, (appointed by the Chair of the Faculty Senate), the Director of the Office of Academic Integrity, and the Dean of Student Development.



You need to be aware of these important AUP academic policies to plan your academic program.

GENERAL EDUCATION REQUIREMENTS

General Education (Gen Ed) is at the heart of an American university education and represents the shared part of the curriculum that each student in the University studies. This collection of courses and activities carries the University's particular signature and delivers on its mission. A twin pillar to the major—your choice of specialization—General Education will permit you to gain exposure to a broad foundation in other subjects, develop a range core skills, and learn different methods of thinking and problem solving. The

purpose of Gen Ed is to prepare you to address today's challenges with versatility, deftness and multiple perspectives. It also prepares you to communicate your findings in clear writing and persuasive public speaking. In a world where 70% of employers seek graduates who can think broadly and deeply and who can analyze the complex forces driving our world today, general education will serve you well throughout your life and career.

AUP's General Education Program includes: FirstBridge, the acquisition of solid math skills, achievement of

elementary French, completion of an academic writing sequence, a science course and three General Education classes in a range of disciplines. Two of the three General Education courses must be selected from each of the "Mapping the World"(Course Type: GE110) and "Comparing Worlds"(Course Type: GE100) course categories. You can recognize the latter classes by their course type as part of the course number. Courses that can be applied to either category carry the course designation GE115. Your advisor can help you to identify whether your placement results or credits

transferred can count for some of these elements of AUP's General Education program.

Substitution

You may submit a Substitution Petition to obtain permission to substitute a course for a specific major requirement, a minor requirement, or a General Education requirement. Substitutions are possible for courses transferred from another institution or for one taken at AUP when the content is similar to the specific requirement.

YOUR ACADEMIC STATUS

Maintaining Academic Standing

All undergraduate degree-seeking students (including part-time) must maintain a cumulative grade point average (GPA) of 2.00 or above to be in good academic standing at the University. Students with a GPA of less than 2.00 are subject to probation status or university dismissal depending on the progress made towards the degree as outlined in the AUP Academic Handbook.

(aup.edu/AUP-Handbook)

All graduate students must maintain a cumulative grade point average of 3.00 to be in good academic standing at the University. Students with a GPA less than 3.00 will be placed on probation. Graduate students with a GPA less than 2.7 or students who earned a third grade of C+ or lower will be dismissed.

Dismissed undergraduate and graduate students can appeal the dismissal by a written petition addressed to the Registrar.

Provost's Distinguished Achievement List

If you have achieved a distinguished level of academic performance you are honored each semester by being named to the Provost's List of Distinguished Academic Achievement. You are eligible for Provost's List honors after you have completed 16 graded semester credits at The American University of Paris; if you have not received an Incomplete in a course or taken any courses on a Credit/No Credit basis; and if you have earned a semester grade point average of 3.50 or above with no grade below C+ (2.3). If you take a course with an obligatory Credit/No Credit grading policy (internship, external language course) you are not excluded from Provost's Roster consideration.

Departmental Honors

Academic Honors are a tradition in AUP's curriculum. Some degree programs offer an honors track to exceptionally motivated students who wish to be challenged beyond the scope of regular degree requirements (see Program Requirements for more information).

MORE ACADEMIC COURSE OPTIONS

Auditing

Full time degree-seeking students may audit one class for no extra charge in spring and fall on a space available basis. Audit petitions are due in the first week of classes. In summer students pay a reduced fee to audit classes; please see the website for details.

Directed Study

Directed Study allows the exceptional degree-seeking student to work in an area of special academic interest under the direct supervision of a faculty member.

If you have a minimum of junior standing and a GPA of 3.00 you are eligible. Directed Study projects may not be taken on a "Credit/No Credit" basis, and the successfully completed project may earn one to four credits. You may take no more than one Directed Study in a given semester, and submit no more than eight Directed Study credits for graduation. Completed Directed Study forms must be submitted to the Registrar

SUMMER EXCURSIONS

Visit the D-Day beaches of Normandy, spend summer weekends in Provence, and learn the science of winemaking, all during your summer at AUP.

(aup.edu/directed-study-application) by the end of the Drop/Add period.

Summer Term

From the beginning of June to mid-July, The American University of Paris offers a variety of credit-bearing courses adapted to fit the intensive study format of a summer term. Enrollment is open to you as a returning AUP student as well as visitors, 18 and older, who have completed secondary education. The flexible schedule allows you to earn from 1 to 11 credits in either a six-week

session, or in one of the two intensive three-week sessions.

GRADING AND CREDITS

Grades

Your grades are reported at the end of each semester. If your work is unsatisfactory at the midpoint of each semester you will receive warning grades. Grades are neither discussed over the telephone nor given out by e-mail.

Impact of Receiving an F grade

Grades of F are treated as attempted credits that were not earned, and so are included in both the calculation of GPA and minimum completion rate. Classes in which an F grade was earned should be repeated to protect your grade point average.

Minimum Passing Grade

As an AUP undergraduate you need to earn the following minimum grades to pass your degree requirements:

- English (up to EN 2020), French (up to FR1200): C
- Major/Minor coursework: C-
- Other General Education Requirements: simply earning credit in the course (D-)

Repeating a Course

All courses may be repeated when an unsatisfactory grade is earned. In such

cases, your GPA computation will take into account the highest grade earned and credit will not be used in calculating the cumulative grade point average, although a record of the repeated course will remain on your transcript. Only certain courses may be taken twice for credit without counting as repeated. Examples are Fine Arts (AR) courses, creative writing (CL/EN 3000), as well as special topics courses that are specifically designated as such in each department.

Credit / No Credit

Undergraduate students may designate one course per semester to be graded Credit/No Credit (CR/NC). You must choose this option (aup.edu/webform/credit-no-credit) no later than the deadline stipulated in the Academic Calendar. The granting of CR means that you have satisfactorily completed the requirements of the course with a grade at least equal to C. Credits so earned will count toward graduation requirements, but will not be used in the computation of the grade point average. Once the CR/NC option is invoked, any letter grade submitted by the professor that is a C- or below will result in an NC grade and zero awarded credits. Any courses (except Directed Studies) can be taken CR/NC; however, it is not recommended for courses in the major. If you elect to take a course

CR/NC you are not eligible for Provost's List during that semester.

Transfer Credits

If you come to AUP after having attended another university (i.e., transfer students) you will receive credit for previously completed courses only after an evaluation of your transcript. The credits from all courses for which you have received a C or higher will automatically transfer to AUP upon presentation of an official university transcript. You may transfer a maximum of 64 credits from all sources (i.e., advanced credit awards and transfer credits). You are required to complete 50% of your upper-level major requirements at AUP. Up to 8 credits of transfer work may be applied toward a minor. The last 16 credits must be completed in residency. Once you have matriculated there are limits set for further transfer of credits.

Credits for each College Level

As you advance toward graduation, you move from one college level to the next. Registration priority is based on your future college level.

FRESHMAN: 0 - 31 credit hours

SOPHOMORE: 32 - 63 credit hours

JUNIOR: 64 - 95 credit hours

SENIOR: 96 or more credit hours

Degree Audit

(Junior and Senior Degree Check)

As you enter your third year—having earned between 64 and 80 credits—you are required to complete a Junior Degree Check with your academic advisor. This third-year audit verifies your academic progress to ensure a timely schedule for graduation. All Junior Degree Checks are verified by the Advising Center before becoming a part of the student's file. A second degree audit

AUP GRADING SYSTEM

The following grading system is used, based on the 4.00 system:

A = 4.0	A- = 3.7		Excellent
B+ = 3.3	B = 3.0	B- = 2.7	Good
C+ = 2.3	C = 2.0	C- = 1.7	Satisfactory
D+ = 1.3	D = 1.0	D- = 0.7	Unsatisfactory

F = Failure W = Official Withdrawal IN = Incomplete AU = Audit

(Senior Degree Check or Degree Application) is due in October of the academic year of graduation.

REGISTRATION POLICIES

Entering Student Check-in and Registration

As an entering student you must participate in the Orientation week check-in process to finalize your registration, even if you have pre-registered for courses online. You must have met the terms of your payment plan within the deadlines provided or take the risk of having your course registrations cancelled.

Returning Student Check-in

When returning to AUP for the next semester you must complete the check-in process to confirm your presence on campus for the new semester. You must be checked-in by the end of the third day of classes. If you do not meet this deadline, you will have your classes cancelled and you will have to re-register during the Drop/Add period, with no guaranteed re-entry into the cancelled classes.

Returning Student Registration

After consultation with your academic advisor, you will register online for classes for the following semester. Only if you are in good financial standing are you permitted to register.

The dates and times of registration are announced and posted during the academic year. You are given priority according to your college level. You mustn't miss the registration period (registration window) assigned to your college level, since no enrollment certificates or visa letters can be issued for the following semester without registration.

Drop/Add

Drop/Add week is the first week of classes. You can make changes to your schedule online by dropping and adding courses. It is important to know that there is no waiting list and a dropped class cannot be added back if another student registered for the last seat in the meantime.

Prerequisites

Upper level AUP courses may require the completion of a pre-requisite course. If this is the case your access to the upper-level course will be blocked by the mention "PreReq" on the online portal.

Transcripts and Certificates

You can view your unofficial transcript(s) and access automated enrollment certificates via the AUP student portal. Official transcripts are issued through an external company and a mandatory fee is required for each transcript ordered. No transcripts will be issued if you

are not in good financial standing with the University.

Graduate Student Thesis

As a graduate student you must register your thesis/research project just as you would any other course. However, all Master's theses/research projects require additional paperwork in order to be fully registered and involve completion of a thesis/research project application form. Once completed, and bearing the required signatures and attachments, the form must be submitted to the Associate Dean for approval. All paperwork must be submitted no later than the end of the Drop/Add period during the semester in which you are registering the project.

You have a one-year limit to complete your thesis from the time that the thesis is first registered. In the two semesters following registration O-credit extensions will be registered for no extra charge other than mandatory special fees (health and insurance). After that deadline, an administrative fee will be charged for one more semester's extension before the thesis is officially graded as Withdrawn (W).

WITHDRAWAL POLICIES

Withdrawing from a Class

Course withdrawals (W) after the

Drop/Add period are not included in the GPA calculation, but are considered a non-completion of attempted course work. If you withdraw from a course you will not be given tuition refunds. Withdrawing from a class does not imply that another class can be added. Dropping and adding classes is an option solely available during the drop/add week (first week of classes). Withdrawal from a course can be requested online (aup.edu/course-withdrawal) only before the deadline announced in the Academic Calendar (two weeks after mid-semester grades are due).

Withdrawing from the University

Once classes begin, if you wish to withdraw from the University and stop attending classes you must contact the Office of Student Development to start the University Withdrawal procedure. Tuition refunds are calculated on a percentage basis dependent upon the official date of withdrawal. Withdrawal from the University does not release the Financially Responsible Person from tuition obligations. All outstanding debts, including those related to the termination of the Monthly Payment

THE STUDENT PORTAL

Register online as a returning student at student.aup.edu.

Access your unofficial transcripts, placement exam results, personal course schedule, etc. online.

Plan, are due in full within 30 days of the official withdrawal date. If you receive University Service Grants and then withdraw you will forfeit your right to receive the grant; however, the applicable (earned) portion of the grant will be credited to your account. Following withdrawal, the designation "W" is recorded on your transcript for all relevant courses.

CREDITS EARNED OUTSIDE THE UNIVERSITY

Language Study at another Institution

If you wish to study a language not offered at AUP, or are prepared for very advanced-level work, you may register at another institution to extend or complete your language study. A minimum GPA of 2.8 is required to take external language courses, and grades are recorded as either "Credit" or "No Credit". For more information visit the External Language Course Website at aup.edu/advising-center/language-study

Internships for Academic Credit

As an undergraduate, once you have completed a minimum of 32 credits you may register for an internship of up to 4 credits toward graduation. You can register for an internship at any time in the semester (requires a separate online registration procedure). Voluntary O-credit internships are available for you if

you do not need academic credit. In case of long internships, an internship extension for O-CR can be registered to ensure enrollment in two semesters.

Study Abroad

When you participate in an approved AUP study abroad program, you are charged AUP tuition, and if you are receiving financial aid you will retain your financial aid while studying abroad. Candidates for study abroad may transfer a maximum of 36 semester credit hours from an AUP partner school towards their graduation. If you study abroad outside of an approved AUP study abroad program, you will make all the arrangements yourself, including paying tuition to your host institution; and you do not retain your AUP financial aid. You can transfer no more than 18 semester credits towards your graduation. If you wish to study abroad for one semester or one year you must request a Leave of Absence and complete an external course pre-approval form prior to your departure. Only courses in which the grade of C or better was earned at the host institution will be considered for transfer credit at AUP.

FINANCES

Good Financial Standing

Your account is considered in good financial standing when all payment

plan agreements have been met and there are no outstanding obligations or fees to the library, bookstore, housing, cultural program, multimedia or Student Accounting Services by the end of a semester or academic year.

Transcripts, grades, graduation certificates and diplomas will not be issued to you if your account is not in good financial standing. You will be refused enrollment for the following semester until all debts are cleared. A debt of greater than €1000 will exclude you from participating in the AUP graduation ceremony.

Satisfactory Academic Progress and Financial Aid

Satisfactory academic progress is evaluated each year in January and June. If you receive student loans you must maintain a minimum cumulative GPA of 2.00 (3.00 for graduate students). To keep the undergraduate academic scholarship, you must maintain a minimum cumulative GPA of 3.00. Other institutional requirements are described in the AUP Academic Policies Handbook.

Tuition and Credits

Full-time undergraduate tuition (12-18 credits) covers basic tuition for four courses per semester. Credits taken beyond this normal course load will be charged per credit. Graduate student tuition is calculated on a credit per credit basis. Note

VETERANS' BENEFITS

Eligible participants for the US Military Veterans' Educational Benefits program may receive support for their studies at AUP.

that due to the rigorous demands of the Master's programs, graduate students at AUP are generally not allowed to take course overloads. If you are a Graduate student you pay per credit.

Privacy Settings (FERPA)

AUP's accreditation requires that the University's privacy policy comply with the Family Education Rights and Privacy Act (FERPA). This means that the University cannot send your grades to your parents or to a Financially Responsible Person without your permission. The decision on whether to give permission is first requested during the online orientation process and then during every semester's check-in procedure. You can decide whether you want to release address information to the AUP community, directory information (enrollment, majors, graduation), to a third party requesting it, and to an FRP or parent at the end of each semester. It's important to read our Privacy Policy web page for further information and discuss this choice with your family. Find more information about our policies including the Privacy Policy at aup.edu/Policies

CENTER FOR ACADEMIC, INTERNSHIP AND CAREER ADVISING

AUP's Center for Academic, Internship and Career Advising has all the resources you need for a successful pathway from college to career. At AUP, you will work closely with academic advisors and with our Center staff who are committed to providing you with the academic support services to ensure your success.

AUP is small enough that we will know you by name and will remember your personal needs and interests. We are all personally invested in your learning goals and... your timely graduation. We will also encourage you to link your academic interests with appropriate co-curricular and internship experiences so as to enrich your AUP education and to align it with exciting career options.

WHO IS MY ADVISOR?

The first year of university life can be somewhat bewildering, especially for students who are not familiar with the American system of higher education. For this reason Freshmen are assigned to one of the faculty members who are teaching the FirstBridge course they select. This faculty advisor will be your advisor during your first year at AUP. Our experience is that this creates a special link for you with other Freshmen and with faculty members teaching Freshmen classes.

During the second year of study, or before you have declared a major, you are assigned to an advisor in the AUP Advising Center. Once you have declared a major, you are assigned to a faculty member in that department

who will review and monitor your academic progress until graduation. The name of your advisor shows on your AUP academic profile (<https://my.aup.edu>) and on your unofficial transcript accessible via the student portal (<https://student.aup.edu/cePortalTranscript.asp>). Should you want to change advisors, please email the Advising Center.

The Advising team at the Center provides support for course selection decisions, transfer credits, and any other necessary academic advising for both assigned advisees of the center but also for walk-in consultations.

You are welcome to see your advisor at any time, but you *must* see your academic advisor whenever you register for courses in upcoming semesters or if you are considering

taking courses at outside institutions.

CAREER PLANNING AND DEVELOPMENT

Whether you are a freshman, returning undergraduate, co-op, visiting, transfer, or graduate student, it's never too early to start preparing for life after you graduate. Internship and Career Advisors assist students in career exploration and planning; writing resumes (CVs) and cover letters in English or French; targeting potential employers for part-time and summer jobs, internships, or permanent employment; and applying for graduate school.

The office also organizes career events, posts internship and job opportunities, maintains strong relationships with organizations in

Paris and around the world, and nurtures connections with working alumni.

AUP enjoy privileged relationships with hundreds of corporations and organizations in France, other parts of Europe, the US, and elsewhere around the world. View current job and internship offers at <https://my.aup.edu/job>.

Every semester the Global Talent brochure, which comprises the mini-resumes of AUP students seeking internships, is sent to over 500 professional contacts. If you will be seeking an internship, don't miss out on this exciting initiative - watch for announcements early in the fall and spring semesters or go to aup.edu/global-talent.

INTERNSHIPS AT AUP

An internship is a form of professional experience carried out by a student in a company under the supervision of one or more practicing professionals. Internships may be full or part time, short or long term, and be paid or unpaid.

French regulations require that only degree-seeking students may

pursue an internship and only with an obligatory contract between the student, the company and the university. This contract, called "convention de stage," will be issued by the AUP Internship Coordinator once the student completes the registration process.

To find out more about how to register internships, either for credit or as a non-credit option, go to aup.edu/internships-office. Here you can register for an internship online, obtain information about internship requirements and assignments, learn about how your fellow AUP students rated their internship experiences, find out about why you may want to defer your graduation date in order to complete a full-time internship, and browse through the FAQ section. The Internship Coordinator will be happy to advise you on any other questions you may have.

CAREER DEVELOPMENT FOR GRADUATE STUDENTS

Graduate study is a pivotal moment, when you may choose to implement a career transition or deepen your chosen professional path. The AUP Internship and Career Advising office supports you in this important step by

providing personalized, one-on-one assistance in the following areas:

- Self-assessment: identifying core strengths, career interests, and professional values
- Researching and identifying potential fields, functions, positions, and organizations
- Writing compelling and culturally appropriate resumes, cover letters, and other application documents in English and French
- Networking online and off, including the effective use of social media
- Preparing for recruitment interviews in English or French

Career support begins when you arrive at AUP and continues as long as needed after graduation.

CAREER PLANNING TIPS FOR UNDERGRADUATES

Freshman: What are your dreams for your future? How can you move towards your goals in the next few semesters? Find out how it all works by making an appointment at the Center and introducing yourself!

Visiting Students: Don't "lose" a semester in your career development-

use AUP resources to update your resume and prepare job, internship, or graduate school applications!

Transfer Students: You may be graduating in two years or less! Make sure you are preparing yourself for "Life After AUP" by proactively contacting the Center.

Returning Students: If you have met with the Internship and Career Advising team in the past, we suggest that you make an appointment to update your resume and discuss how your plans have evolved.

If you have not met with the Internship and Career Advising office yet, now is the time to do so as you move closer towards graduation, notably to plan for at least one internship before graduation.



THE AUP LIBRARY

The mission of the AUP Library is to help you succeed in your academic life and teach you how to deal with the complex world of information that you face these days. The AUP Library provides a selection of services to students, but one of the highlights is the personalized research help and orientation on how to find the right kind of information.

In order to meet student information needs the AUP Library has built a strong academic collection integrating more than 500,000 e-books, 45,000 books, 40,000 journals and e-journals, and 2,300 media. All these resources constitute the best Anglophone academic resources right in the center of Paris.

What happens when an academic library of this kind opens more hours in the evening and during finals week, allows beverages and snacks, invites you to free coffee and cookies (three times a semester), has comfortable seating and lighting, allows unlimited book renewals within a given semester, and provides different study areas, wireless, plenty of electric power for your devices, copying, printing and scanning services? That library becomes your space.

When rare or very specialized items are not available at the AUP Library our professional team can help you find them and will direct you to one of Paris' monumental libraries or to a picturesque local library.

Key library services:

- Access to personalized research help with four professional references librarians (researchhelp@aup.edu)
- Document delivery & inter-library loan services (articles, books & films)
- Orientation and referral to other Paris libraries, i.e. the Bibliothèque nationale de France, the Sciences-Po Library, the Institut du monde arabe Library, the Institut national d'histoire de l'art Library, among others
- Personalized help with your Master's thesis presentation

For further information join the library tours during Orientation or request a personalized library tour at any time.

AUP LIBRARY

9 rue Monttessuy (ground floor)
Administrative Office: 01 40 62 05 61
Service Desk: 01 40 62 05 62
Lobby/guard: 01 40 62 05 60
library@aup.edu | <http://library.aup.edu>

Opening hours:
Regular Hours (60 hours/week-full services),
plus 25 additional Study Hours (self-service
library until 11:00 pm) and a week of
Rush Hours during finals week (until 2:00 am)

From Spring 2019 some of our services will be moving to our new building at 69, quai d'Orsay. Stay tuned for more details!



ACADEMIC RESOURCE CENTER

“The Writing Lab proved to be quite helpful during the semester, especially in explaining writing as in the American system (formats, citation, etc.); the tutors are really nice and available.”

You are not alone in wanting to succeed in your studies at AUP -- there are many opportunities to obtain help along the way. The Academic Resource Center (ARC@AUP.EDU) offers a combination of writing, tutoring and technology support services in the Grenelle building. Here you will find the academic resources and coaching you need in order to do your best work. The comfortable furniture and handy laptop plugs make ARC an ideal space for studying, tutoring and collaboration. ARC includes the **Writing Lab** and the **iSpace** (Interactive Teaching and Learning Center) where many tutoring sessions

take place. Please drop in and meet the tutors and staff - they are eager to help you.

THE WRITING LAB

The AUP Writing Lab, directed by Professor Ann Mott, is at the center of a constellation of academic services. In the Writing Lab, expert student tutors provide feedback and support at any stage of the writing process (developing a thesis, organizing an essay, avoiding plagiarism or simply overcoming writer's block). Tutoring sessions are interactive and highly collaborative. They generally last 30 minutes. You may also visit the Writing

Lab to pick up useful handouts on citation styles (MLA, Chicago/Turabian, APA). Special assistance is now available for graduate students writing theses.

ARC and the Writing Lab work closely with the Office of Academic Integrity. We help students avoid plagiarism and learn how to cite their sources. We also manage campaigns against plagiarism and cheating and serve as consultants to the AUP Honor Board.

Support for faculty in combating plagiarism with Blackboard™ tools, and increasing awareness among their students, is also available in

ARC. Please contact Ann Borel at aborel@aup.edu for consultations or workshops.

To make an appointment, call us at 01.40.62.06.52, e-mail writinglab@aup.edu, or use the new online tutor request form: aup.edu/tutor-appointment-request. You may also stop in and put your name on the board for the day and time that work best for you.

THE iSPACE - INTERACTIVE TEACHING AND LEARNING

The iSpace features an interactive whiteboard and HD projection system, as well as a DVD/Blu-ray player and sound system. The central collaboration table (wired for laptops and mobile devices) is complemented by soft furniture for tutoring clusters. There is a small, pedagogical library with textbooks and materials used by peer tutors and faculty to assist students.

Students may prepare for exams here with their tutors, or practice their presentations. Faculty may reserve the iSpace for special seminars and conferences when it is not in use for tutoring sessions and workshops (contact arc@aup.edu).

You may even encounter some four-legged helpers here when we have special exam stress therapy events before finals!

INSTRUCTIONAL TECHNOLOGY - ONLINE TEACHING AND LEARNING

ARC provides support for various instructional technologies and administers the university's online course sites. Blackboard™ is AUP's Learning Management System. Online course sites allow faculty to

post their syllabi, course readings, links, assignments, video clips, presentations and images. Students may consult the course material at any time of day or night, which is especially helpful if have to miss a class due to illness or a study trip. Faculty may request assistance and basic training in course site development in ARC. E-mail us at arc@aup.edu or call ext. 690 for an appointment. To access Blackboard, log in at this link with your AUP network ID and password: <https://blackboard.aup.edu/>.

ARC-LINKS PEER TUTORING PROGRAM

While the Writing Lab Tutors help you to improve your writing across the curriculum, our ARC-Link Tutors specialize in selected subjects and challenging courses. While the Writing Lab Tutors help you to improve your writing across the curriculum, our ARC-Link Tutors specialize in selected subjects and challenging courses. They are nominated by faculty each semester and coordinate weekly group-study sessions. ARC-Link tutors serve many different disciplines, from Calculus to Economics to Arabic and French.

They will help you work through assignments, prepare for exams and discuss any difficulties you may be encountering. Since they

“The math tutoring helped me understand the material and gather the pieces. The best thing was that the tutor was accessible and willing to help all the time!”

have already succeeded in the courses they tutor, they are an excellent resource for improving your grades. The schedules change every semester, so please check the list in ARC or on our Facebook page. Sessions take place in the iSpace, unless otherwise posted.

TECH/MEDIA PEER TUTORS

The ARC Tech/Media Tutors are the third cohort of peer tutors. They

are resourceful, tech-savvy and able to help you with standard software applications (such as Word, Excel and PowerPoint). They troubleshoot computers in ARC and can advise you on projects and presentations involving multimedia technology. These tutors also provide technical support, during exams, for students with disabilities.

ACADEMIC RESOURCE CENTER

ARC Director and Librarian
Ann Murphy Borel
Ext: 695 | aborel@aup.edu

Writing Lab Director and EN/CL Professor Ann Mott
Ext. 672 | amott@aup.edu

Coordinator, Instructional Technology and Academic Support Services Ext. 690

General Information, Blackboard requests, Tutoring Appointments:
arc@aup.edu | writinglab@aup.edu

Tutors: Ext. 652

ARC on Facebook:
www.facebook.com/ARCatAUP

Writing Lab on Facebook:
www.facebook.com/AUPWritingLab



AUP BOOKSTORE

AUP's Bookstore is a non-profit service to AUP students, dedicated to providing educational materials at affordable prices.

Books assigned as required or recommended course reading may be purchased at the Bookstore. At the end of the Fall and the Spring semesters, students have the opportunity to sell a selection of their used course books back to the university. Please note that we do not buy back at the end Summer Sessions. In addition, the Bookstore carries dictionaries, telephone cards, books written by AUP faculty, AUP clothing and memorabilia, and yearbooks.

GETTING YOUR BOOKS

What to bring:

- Your official online registration form.
- Your valid AUP ID card

From Spring 2019 some of our services will be moving to our new building at 69, quai d'Orsay. Stay tuned for more details!

How it works:

- When you arrive at the Bookstore, you fill out a form with the courses for which you need books. The books are pulled for you.
- We have a selection of used books sold on a first-come, first-serve basis.
- During the "Rush" period, allow an hour or more to purchase your books.

Payments

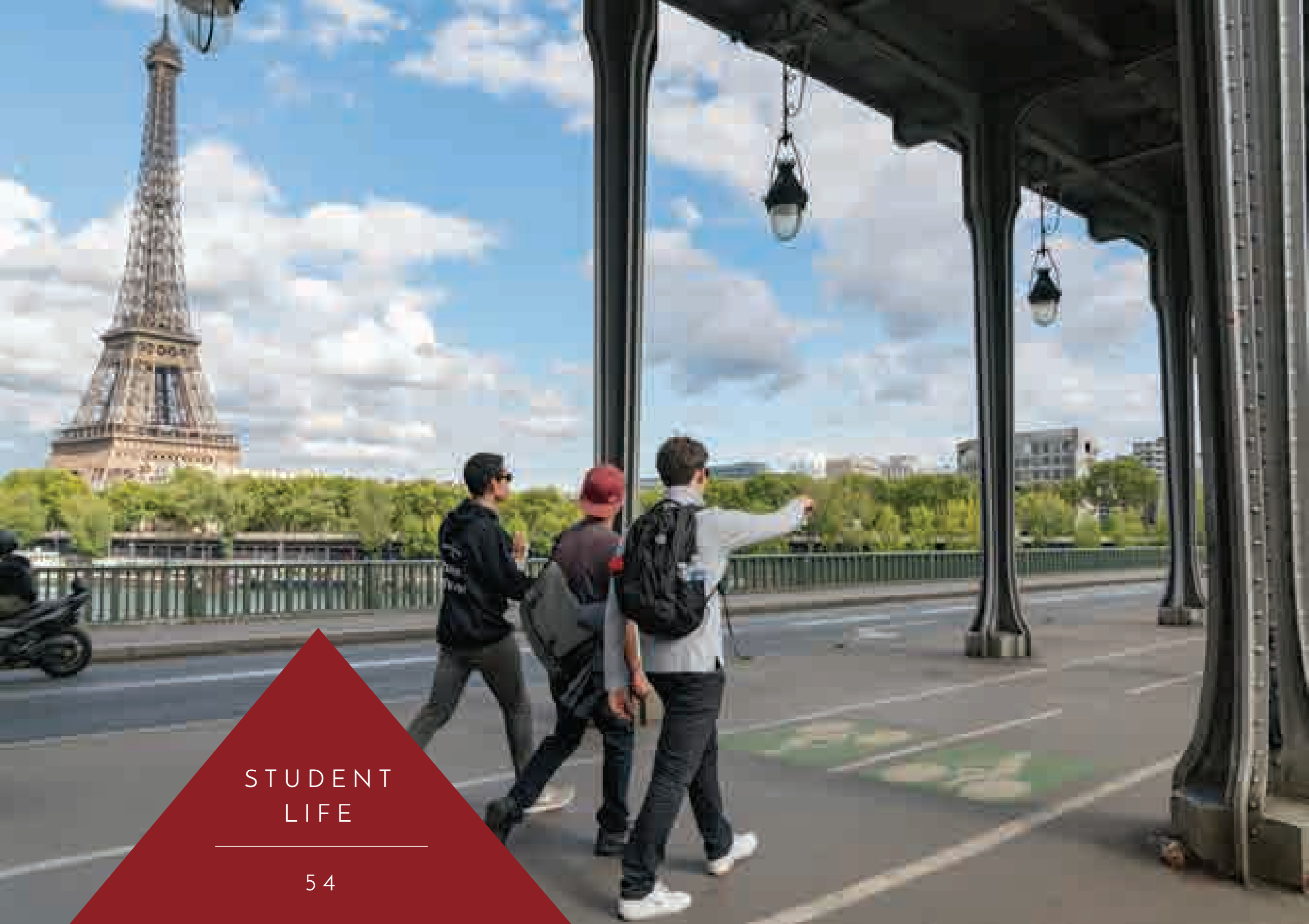
Purchases may be made in Euros only:

- Cash
- Personal Euro Cheques
- Visa/CB, Mastercard, American Express
- Debit cards
- Traveller's Euro Cheques

Note: Credit cards purchases will be charged in Euros and conversions to your bank's currency will be done through the international banking system. **Pricing:** International shipping charges, French taxation (TVA) and fluctuation in currency exchange rates produce higher costs on imported books for booksellers located in France. The AUP Bookstore, which imports books from Britain, Holland and the United States, is not exempt from these added costs.

Bookstore 10 bis rue Amelie. Regular opening hours:
Monday to Friday: 10:00-12:30 and 13:30 - 17:00 (Closed during lunch time)
Closed on Saturdays and Sundays

Extended opening hours for fall & spring: 3 working days before classes begin
1st Week of Class: 10:00-18:00 | 2nd Week of Class: 10:00-17:00
Extended opening hours for summer: 10:00-16:00



STUDENT
LIFE

ENGAGE, ASK QUESTIONS, GET INVOLVED. AND DON'T BE AFRAID TO GROW.

Welcome to The American University of Paris and to a new academic year. You are now part of an amazingly diverse, international and vibrant university community. To make the most of your education here, I encourage you to think of AUP as a safe place for exploration, both inside and outside of the classroom. Engage, ask questions, get involved and don't be afraid to grow. Use this time to test who you are and to try new things.

You can get started by exploring the activities and services outlined in this section of the handbook. For example, you can expand your global perspective and cultural fluency by participating in one of the dozens of Cultural Program study trips and excursions that will take you into France, Europe and the rest of the world. Try your hand at student leadership by joining a club and become a responsible citizen through community service and volunteer work.

I am excited to share that last year, we launched the Global Professional Skills (GPS) Program to help students develop their own unique narratives to share with others. Not only can you develop the skills to create a cohe-

sive narrative post-AUP through this program, but you will also have the opportunity to build a co-curricular record that showcases your involvement. If you are a degree-seeking undergraduate, you should enroll in the GPS Program. All students are also welcome to participate in design and creative thinking workshops offered by the Career and Internship Advising Office and Student Development.

The good news is there is no one right path to get involved - where you start depends entirely on you. And because we know choosing from the many academic, co-curricular and social events on and off campus can be overwhelming, we'll support you as you find the right balance between course work, health and wellbeing and co-curricular activities. Learning to manage your time wisely and to take care of yourself are invaluable skills for lifelong learners well after graduation.

Your energy and enthusiasm are keys to your success. The sky is the limit when it comes to how you choose to engage and make a difference. Think big... and then get organized to actually achieve your objectives! Please don't hesitate to stop by my office along the way to share ideas or to seek guidance and support.

Kevin Fore
Dean of Student Development



The Global Professional Skills (GPS) Program is a signature program that helps you succeed after you graduate from AUP.

The Global Professional Skills (GPS) Program launched in the spring of 2017 as a signature program for AUP. It provides you with the opportunity to sharpen critically important skills and develop your own personal narrative throughout college that will benefit your life post-AUP. You will be encouraged to participate in co-curricular activities during your time at AUP. Co-curricular activities are the experiences you have outside the classroom that complement your studies within the classroom – such as volunteer work, internships and leadership opportunities. You'll be able to generate a Co-Curricular Record (CCR) that registers all of your activities from semester to semester and connects them with your transcripts to boost your career prospects after graduation. Through additional workshops, training sessions and a final project you will be able to complete the program and earn the GPS Award, ultimately attaining four core capabilities.

As a Global Explorer, we want you to make the most out of your AUP experience. Check out aup.edu/GPS to learn more.

GPS CORE CAPABILITIES

Independent, Creative Thinkers

Developing as a young professional requires skill. Beyond your natural abilities, talents and experiences, successfully engaging as an independent, creative thinker at AUP will help you develop the hard skills needed for post-AUP life, whether its graduate school, an important job interview, an entrepreneurial career, or wherever else your next steps lead you.

Responsible Actors, and Empowered Leaders

You know that the key to success through leadership is proactively taking responsibility for your decision making. As a responsible actor and empowered leader, you engage in project organization, coaching, mentoring, public speaking and non-verbal communication skills – all to benefit your emotional intelligence and superior leadership capacities.

Engaged, Lifelong Learners

Learning doesn't stop in the classroom. Every day you learn more about yourself and the world around you. As an engaged, lifelong learner, not only are you more effective with your time, but you also bridge the gap between work in the classroom and out of the classroom, promoting overall holistic wellbeing, creativity and self-care.

Adaptable Communicators with a Global Perspective

As a global explorer it is important that you have the skills needed to engage effectively with any audience around the world. As an adaptable citizen with a global perspective you will be able to showcase your multilingual capabilities, demonstrate your cross-cultural awareness and highlight your ability to work in a multicultural environment.



CROSSING CULTURAL BORDERS

EXCURSIONS AND STUDY TRIPS

Each semester, the AUP Cultural Program offers 15-20 study trips as well as a number of cultural excursions and events for the AUP community. Study trips, proposed and led by faculty, are designed to closely complement and deepen an academic curriculum, allowing you to discover in person what you

are learning about in class. Most trips are in Europe, but more faraway and exotic destinations are also offered. The Cultural Program office, located in C-305, should be your first-stop location to find information on study trips, cultural excursions, and other events in Paris.

Your journey counts! Taking part in our Cultural Program can help you complete your Global Professional Skills Program.

Pick up the Cultural Program brochure (available at the CP office and across campus) or see the CP webpage on the aup.edu

REGISTERING FOR TRIPS: USEFUL TIPS

Interested in registering for a CP study trip? The online registration portal on My Student Services is open during the first week of classes or DROP/ADD. Registration for a study trip is done the same way as registration for an academic course; simply filter study trips by applying "CP" in the department field of the registration portal.

The cancellation deadline from a study trip is the last day of DROP/ADD in the beginning of the semester; no refunds are possible after this date. Study trips are billed directly to your student ledger and should be paid no later than the end of the third week of class each semester; online payment can be done through Student Accounting Services. Please note that outstanding balances will result in blocked grades and transcripts.

OTHER EXCURSIONS AND ACTIVITIES

In addition to organizing myriad faculty-led study trips (as detailed in the Academic section of this handbook), the Cultural Program also offers non-academic excursions and tours, tickets to local events and a selection of on-campus activities.

Excursions are fun one- or two-day trips that take advantage of the many opportunities close to Paris and within France. They're not associated with an academic course but you'll definitely have a fun educational experience.

Tickets

The Cultural Program frequently provides reservations or discounted tickets to the many cultural events in and around Paris. Attend a ballet recital at the Opéra Bastille, to a musical or play at a local theater. Reserve your tickets at Orientation and during the first week of class as they sell out fast.

AUP Events

Student Government, official AUP clubs and individuals partner with the Cultural Program to organize photo exhibitions, film festivals, and celebrations of crafts, cuisine, music, and dance from different parts of the world. Contact the Cultural Program directly if you would like to discuss a partnership or project.

Check the new Cultural Program brochure and your e-mail throughout the year. In order to sign-up for a cultural excursion, event or guided tour, pre-pay for your participation on the Cultural Program webpage, at Orientation or in the Cultural Program Office on the third floor of Combes. Please note that all payments are final and no refunds are possible in the event of cancellation.

NEED A HELPING HAND TO PAY FOR YOUR STUDY TRIP?

Coup de Pouce is a donation-based resource that provides a limited amount of financial aid to AUP full-time students who are registered in classes with study trips and who are in financial need. See the SGA or the Cultural Program Office for more information.

STUDENT LEADERSHIP

CLUBS NIGHT

Join the myriad clubs and activities on campus:
**Sept. 18, 2018 &
Jan. 29 2019.**
Combes,
1st Floor.

GET INVOLVED, LEAVE YOUR LEGACY

The Student Leadership Office is overseen by Student Leadership Coordinator Joëlle Gewolb and Dean of Student Development Kevin Fore. Collaborating with Faculty, Student Development, the AMEX and other units, they serve as advisors to our student government and student media organisations and support student-run clubs and volunteer initiatives on campus. They also supervise our Student Advising Program for first-year students in collaboration with Vice President for Security, Operations and Student Services Marc Monthéard.

THE ACTIVITIES AND CLUBS COMMITTEE

The Activities and Clubs Committee (ACC) supports student-led clubs and initiatives on campus. They can help you identify currently active organizations, define and secure a budget request and coordinate with other groups, both at AUP, in Paris and beyond. They are particularly interested in helping to develop successful and sustainable programming, whether through existing clubs or by launching a new idea. Contact acc@aup.edu for more details.

Make your voice heard by getting involved in student clubs, government, or by participating in volunteer opportunities that provide chances to explore, to create and to lead. Don't be surprised if you are involved as early as your first semester to contribute to a student-run publication, to act in a theatre production or to serve on student senate. Student involvement is an integral part of the AUP education, providing hands-on opportunities to work in a team, bring new ideas to life, show off talents and acquire skills applicable now and after graduation. Check out the many ways to get involved in the pages that follow.

Student Leadership Coordinator

Joëlle Gewolb | 01 40 62 08 21 | jgewolb@aup.edu | student_leadership@aup.edu
6 Rue du Colonel Combes, C-306

Dean of Student Development

Kevin Fore | 01 40 60 06 31 | kfore@aup.edu
6 Rue du Colonel Combes, C-308



STUDENT GOVERNMENT ASSOCIATION

Dear students,

We, the elected officials of the AUP Student Government Association (SGA), represent you! We work daily to improve life on campus, and act as liaison between students and the University. The SGA consists of Undergraduate and Graduate Executive Teams, Student Senate, and Committees. Graduate and undergraduate students alike are encouraged to join in order to improve their leadership skills. Whether you want to start a club, host an event, or have a say in our student budget, the SGA is here for you. Our mission is to continue to build an AUP community in which students can get involved and feel like a part of something more. Although AUP is a small school, it can be hard to get connected, and that's where we come in. Feel free to share your thoughts, ideas, and talents with us!

Sincerely yours,

The 2018-2019 Student Government Association

ELECTION DATES

Fall Elections

- Sept. 7 Applications Open
- Sept. 17 Applications Close
- Sept. 18 Speech Night
- Sept. 20 Voting Opens
- Sept. 24 Voting closes, results announced

Spring Elections

- Mar. 22 Executive Election Applications Open (round one)
- Apr. 1 Executive Election Applications Close
- Apr. 2 Speech Night (round one)
- Apr. 4 Executive Election Voting Opens
- Apr. 8 Voting Closes, Results Announced
- Apr. 12 Senate Applications Open (round two)
- Apr. 19 Senate Applications Close
- Apr. 23 Speech Night (round two)
- Apr. 25 Senator Voting Opens
- Apr. 29 Senator Voting Closes, Results Announced

YOUR SGA



Undergraduate Student Council 2018/19

USC President Quinn Chesser

USC Vice-President Chiara Amor

USC Comms Director Sophia Foerester

USC Social Director Alfio Lococo

USC Treasurer Jonathan Morales

Graduate Student Council 2018/19

GSC President Emily Ide

All other positions to be elected in Fall

EXECUTIVE TEAM:

- Works to build a strong AUP community every day.
- Serves as liaisons between students and staff, faculty, administration, and external organizations and institutions.

STUDENT SENATE:

- Student representatives from each academic department represent general interests.
- Assist in decision making regarding allocation of SGA budget funding.

COMMITTEES:

- There are five existing committees: Activities and Clubs (ACC), Events, Service, Judiciary, and Health and Wellness.
- These sub-groups of the SGA work towards achieving goals relevant to the AUP student body.

"AUP GIVES BACK" WEEK

Promoting both local and international charities while raising awareness on campus. If you have a suggestion for a good cause or would like to support this week, contact sga@aup.edu.

Open to all students. Stop by to see us or attend a Student Senate session on Wednesday period three in Combes for more information.



VOLUNTEERING & COMMUNITY SERVICE

Interested in volunteer initiatives or community service? Want to work towards social and environmental change? Volunteering is an excellent way to make your time in Paris meaningful beyond academics as well as to hone unique skills for professional work after graduation. We have developed a unique selection of both long- and short-term opportunities catered to your schedule and interests. Give back to the Parisian community by joining a soup kitchen, for example, or help further afield with one of our international partnerships in Kenya, Peru or South Africa. To get involved, start by talking to the Student Leadership Office.

CONTRIBUTE TO A BETTER WORLD

Baytna à Vous, translated as Our Home for You, is a student-led initiative at AUP with a focus on the Syrian Refugee Crisis in France. Raise awareness through information sessions and panel discussions with experts. Organize fundraisers and charity drives to help refugees with their basic needs as they settle in France.

Serving in community and volunteer programs can also help you complete your Global Professional Skills Program. Find out more on p.58-59.

IMPROVE YOUR FRENCH WHILE HELPING OTHERS

AUP has a partnership this year with Les Petits Frères des Pauvres. Improve your French, brush up on your culture codes and support elderly citizens who are isolated and seeking companionship. Training is provided for these short-term internships.

OTHER OPPORTUNITIES

Love Hip Hop and Rap? Become a teacher with One, Two, Three...Rap! Help organize concerts and recording sessions, or work on the group's website and communication strategies. Interested in children and art? Join My Art Goes Bang to bring a little light and joy into what can sometimes be a traumatic and difficult stay for children in Paris hospitals.

These are just a few examples of how you can take your education outside the classroom and gain valuable experience. Contact student_leadership@aup.edu to find out more or to sign up.

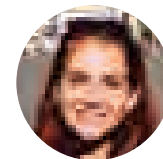


STUDENT ADVISOR PROGRAM

All new undergraduate students are assigned an upper-class student advisor at Orientation.

Student advisors are on hand to assist as you settle in to Paris and your new apartment, accompanying you during the entire week of Orientation. Your student advisor will lead you on a unique selection of social events and activities throughout the week. They are also available throughout the semester to answer questions, direct you to relevant campus services and update you about student activities. Take the time to get to know your student advisor and don't hesitate to schedule an appointment if you have any questions or simply would like to chat about something.

WHAT SOME STUDENT ADVISORS HAVE TO SAY...



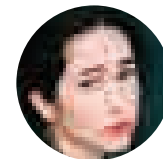
"I really enjoy the possibility that is created for the students to all socialize together."

– **Leona Caanen**



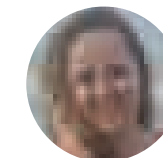
"Being a student advisor was and is an amazing experience. One gets to be the first contact, friend or support for new students, to accompany their adaptation to Paris and AUP; their new life."

– **Emile Yves Jean Claude Sidibe**



"Being a student advisor is an incredibly gratifying experience. You get to go to bed with a smile on your face knowing that you are helping new students."

– **Fernanda Sapiña**



"Becoming a student advisor is a great opportunity to share my knowledge of Paris and the school."

– **Chelsea Kessler-Bauersfeld**



STUDENT ADVISOR PROGRAM ACTIVITIES

Attention all new, incoming students: get out and explore France with your fellow classmates before the semester gets too busy. AUP Student Advisors have organized in collaboration with the Cultural Program day trips for all incoming students this year. As part of the Student Advisor Program, new students are also cordially invited to a happy hour and a trivia night in the Amex along with the SGA. Read more below...

STUDENT ADVISOR PROGRAM AT THE AMEX – FREE

Kick off the semester with a friendly meet and greet in the Amex with your student advisors and members of the SGA.

UNDERGRADUATES: AMEX TRIVIA NIGHTS

Thursday, Sept. 20, 6.30 - 8.30pm
Thursday, Jan. 24, 6.30 - 8.30pm

GRADUATES: AMEX HAPPY HOUR

Thursday, Sept. 27, 6.30 - 8.30pm

DAY EXCURSIONS

FALL 2018

Champagne • Saturday, Oct. 6
€20

Champagne, the region between Paris and Lorraine, is the only internationally recognized source of real champagne. Learn how champagne is made and enjoy a tasting during this easy day trip to Reims and the Champagne region.
For all incoming students.

SPRING 2019

Château de Chambord • Sunday, March 24
€20

Visit the majestic Château de Chambord located in the heart of the stunning Loire Valley. In the afternoon, enjoy a wine dégustation (tasting) at a nearby vineyard before heading back to Paris.
For all graduate students.

Freshmen weekend trip • Center Parcs Les Bois Francs • Saturday, February 9 - Sunday, February 10

Sign up for an amazing weekend in the countryside with your fellow degree-seeking freshmen! This is the opportunity for you to bond outside of campus with fun activities!

Sign up at Orientation (€20 deposit). For more information please contact Yann Louis at studentdevelopment@aup.edu

AUP CLUBS

One of the best ways to feel connected at AUP is by joining or starting your own club.

Learn how to contribute effectively to a team, coordinate events, delegate tasks and projects, and improve your communication skills. You may also learn practical skills such as writing, bookkeeping, marketing, layout and graphic design. See below for a selection of active AUP clubs. Start exploring at Clubs Night on the first floor of Combes each semester: September 18 in the fall and January 29 in the spring. Who knows? You may discover a talent or passion that you didn't even know about. Check out a sampling of AUP clubs here:

Did you know that participation in a club can help you complete your Global Professional Skills Program? See p.58-59 of this handbook.

AUP MUSIC & PERFORMING CLUB (AMP)

amp@aup.edu

Responsible for Open Mic nights in the Amex Café as well as other musical events that happen throughout the year, including the Fall Holiday Bash and the International Student Soirée. AMP also manages the Music Room. Located in the basement of Combes, the Music Room is home to an excellent and eclectic collection of instruments and equipment.

THE AUP DEBATE AND POLITICS CLUB

debate@aup.edu

Creates a place for discussions on current topics such as human rights and social movements via lectures, movie screenings, Model United Nations trips, and other activities. The Debate and Politics Club aims to encourage student leadership among the student body while bringing everyone in the community together to think critically about current affairs.

WHITE MASK THEATER CLUB

whitemask@aup.edu

Always on the lookout for student talent, be it actors, writers, producers, make-up artists, technicians or

publicists, White Mask Theater Club is a source of entertainment, expression, and creativity at AUP. The group collaborates with faculty and staff to produce several performances each year. It also hosts improv workshops and scriptwriting competitions.

AUP WINE SOCIETY

winesociety@aup.edu

The AUP Wine Society is open to all who are interested in the discovery and enjoyment of wine. Through wine tastings and other events, such as film screenings, the Wine Society introduces students to a very important aspect of French culture.

Contact student_leadership@aup.edu for more about these clubs and others.

Candidates must enroll in the corresponding student media workshop attend Board meetings. aup.edu/student-life/clubs-activites/asm/the-board

STUDENT MEDIA

One of the University's largest student-run organizations, AUP Student Media produces a print and online version of Peacock Magazine, peacockplume.fr news website and Peacock Play. Combining print and online media, each platform is managed by a team of dedicated students and faculty advisors to create professional-level products. Students can earn academic credits for their involvement in these student-led media activities and, if they wish, graduate with a major in journalism.

Whatever their level of involvement, students work collaboratively in a real-world newsroom setting on every aspect of journalism production - writing and editing stories, layout

and design, website curation, video production and editing, and social media branding and promotion. Student gain hands-on experience across media platforms that help them develop skills for a wide range of careers involving media production.

THAMER SALMAN STUDENT MEDIA CENTER

6 Rue du Colonel Combes,
C-301 and C-302

Students involved in student media work out of this state-of-the-art newsroom and video production studio, creating content for digital, print, and broadcast media. Supported by a faculty of knowledgeable professionals and the

Being a part of our student media community can help you complete your Global Professional Skills Program. See p.58-59 for details.

Student Leadership Office, students step into editor positions to gain real world newsroom experience and in some cases build their careers as future journalists.

Student media publications are produced in separate workshops that focus on each form of media and are open to all students regardless of experience. Sign up for student media workshops during Orientation or the first week of class.

PEACOCK MAGAZINE

Peacock is a print magazine celebrating the vibrancy of youth culture in Paris. It is produced once a semester by a team of student

editors in collaboration with faculty advisors. The magazine combines in-depth investigative feature articles with columns and photo features. Peacock's online presence enhances the established print brand with regular posts. Students take on roles in design, layout, editing, photography and marketing as well as in reporting and writing both online and for the print copy.

While not mandatory, it is recommended that students interested in Peacock Magazine take the magazine workshop course, Magazine Journalism (CM 1850), which meets Wednesdays. We look forward to meeting you!

PEACOCKPLUME.FR

Peacockplume.fr is our news website focused on campus and world news, politics, culture and the arts. Featuring a wide range of stories, both serious and quirky, the site aims to inform and entertain an audience at home in Paris. Our team of student journalists gain professional-level training in writing, editing, web curation, infographics and social media management.

All students are welcome to contribute to peacockplume.fr, but to fully benefit from digital training you are encouraged to sign up for the workshop course, Online News Journalism (CM 1851), which meets on Wednesdays. Stop by the newsroom and join the team!

PEACOCK PLAY

Peacock Play is an audiovisual journalism platform. Students working on Peacock Play gain hands-on experience writing scripts, reporting, producing on camera broadcasting, and editing news segments – skills that are crucial for anyone interested in a career in broadcast journalism. If Peacock Play sounds like something you would like to get involved in, please sign up for the workshop course (CM1852), which meets every Wednesday. We would love to have you on the team!

CONTRIBUTING COURSES

In addition to the two-credit ASM workshops, students from other four-credit courses contribute content to the peacockplume website every semester. These classes also have editors who are interviewed and appointed by the ASM Board. These courses include:

PEACOCK FASHION

Peacock Fashion combines undergraduate and graduate students in a newsroom workshop devoted to the fashion industry – trends, designers, brands, street styles, and fashion shows. Students manage the Fashion page of peacockplume.fr to gain hands-on experience in editing and content curation, providing them with professional-level training as fashion journalists. The undergraduate Fashion Journalism Practicum is CM4013 and the graduate course is CM5017. The course is offered in the spring. A fall course that provides an excellent introduction to Fashion Journalism is Communicating Fashion CM3004 which meets Tuesdays and Fridays.

FEATURE & INVESTIGATIVE

An advanced feature-writing workshop, CM3012, is focused on techniques for long-form and investigative journalism. Students

gain experience in story ideas, researching, interview techniques, and structuring feature articles. Emphasis is placed on researching and data gathering for in-depth magazine and investigative reporting.

OPINION

The graduate Digital Media Writing Practicum (CM5062), meets in the fall and is focused on opinion writing, personal branding, and media industry trends. Students hone their skills as columnists for the website

Opinion page, writing on a range of topics and issues, while learning how to manage and curate the back-end of the website.

TRAVEL

In the spring semester, the Scripts for Travel course, CM3033, focuses on approaches to writing about travel and cultures of places. Students gain insight into the changing processes of commodified travel, while urban place-making and branding strategies are examined as part of the journalistic approach to travel writing.

STUDENT MEDIA BOARD - FALL 2018

PEACOCK PLAY

ptv@aup.edu

Executive Producer: Lauren Domagas
Deputy Producers: Delton Howard and Hussam Ibrahim

PEACOCK MAGAZINE

peacock@aup.edu

Editor in Chief: Katherine McGrath
Deputy Editor, Art: Leona Caanen
Layout Director: Sophia Foerster

PEACOCKPLUME.FR

plume@aup.edu

Editor in Chief: Forrest Crellin
Deputy Editor: Fernanda Sapina Perez

ASM Photo Director:

Ashley Norman

MA ASSISTANTS

ASM Business Manager
ASM Social Media and
Content Manager

Applications now open.

Contact kfore@aup.edu and
hwestley@aup.edu

GRADUATE EDITORS

Appointed in the fall.

Staff Advisor: Kevin Fore

Dean of Student Development

Faculty Advisor: Hannah Westley

Department of Global Communications

ATHLETICS



The Athletics Office offers a selection of competitive and recreational activities based on student demand, access to local gym memberships and support to students interested in practicing their favorite sports in Paris.

COMPETITIVE SPORTS

AUP's competitive teams participate in intercollegiate tournaments with students from other universities. The rewards of playing on a team include learning to work collaboratively, setting challenging goals...and achieving them, and making lifelong friends and memories. Students who wish to play on a team must demonstrate dedication and good time management. **Make sure to not miss the tryouts during the first week of classes to be considered for the team of your choice**, even if you would consider yourself as not being an "experienced" player. Passion and commitment are prioritized over pure skill in our competing teams. If interested in assisting and managing a competitive team, contact the

Athletics Office (sports@aup.edu) or feel free to reach out to team coaches and captains directly.

Competitive Teams:
Equestrian (Co-Ed), Volleyball (Women), Indoor Soccer (Men), Basketball, Dance* (Co-Ed)
**Based on availability of coaches*

RECREATIONAL SPORTS

Our recreational sports sessions are weekly activities that fit into students' busy academic schedules. They are designed to help students stay in shape, meet friends and simply de-stress after classes.

Join one of the existing courses or

create your own activity with the help of our Athletics Office.

Thanks to partnerships with local clubs, we are able to cater to or at least assist with most students' sports interests. In addition, the office collaborates with our SGA and Student Leadership Office to organize events.

Our Recreational Sports offerings will be based on student interest.

HEALTH AND WELLNESS

Be sure to check out our Wellness Room, designed for Yoga, Meditation and Relaxation. You can also use this space to disconnect from the fast-paced city life.

EVENTS AND TICKETS

The Athletics Office secures a limited number of tickets to national and international sports events in Paris.

GYM MEMBERSHIPS

Thanks to our two gym partnerships, Cercles de la Forme and Aquaboulevard Forest Hill, AUP can offer students the opportunity to choose between two different gym experiences based on your own needs. Sign up for the memberships at aup.edu/gym-membership.

STUDENT GRANT RECIPIENT OPPORTUNITIES

If you are interested in leading projects or just to help out feel free to submit your CV.

If you have any questions about Athletics at AUP get in touch with the Athletics Office at sports@aup.edu.

Getting involved with our sports teams can help you complete your Global Professional Skills Program. See p.58-59

FOR ADDITIONAL INFORMATION:

Athletics Coordinator
Ashkan Shalbf | C-307 | sports@aup.edu
Hours: Mon-Thurs 10:00-12:00, 14:00-17:00

RESIDENTIAL LIFE

Find housing and receive help with housing-related issues, such as payment of rent, insurance declarations, and liaising with landlords.

WHAT THE OFFICE OF RESIDENTIAL LIFE DOES

- Houses hundreds of AUP Students each semester
- Liaises closely with our first-year student housing provider Comforts of Home to ensure proper communication and your satisfaction
- Assists with housing insurance claims and CAF applications while encouraging responsibility and accountability
- Develops and maintains good working relationships with independent landlords who provide housing to AUP students throughout Paris
- Helps resolve disputes and misunderstandings between you and your landlord and among you and your roommates in shared apartments.

FIRST YEAR STUDENTS

As a first-year student you are housed by AUP in either shared student apartments made available by our housing partner Comforts of Home, or in homestays arranged by the office of Residential Life.

Student advisor apartment visits
New undergraduates housed with Comforts of Home will be assigned a Student Advisor at Orientation. Your Student Advisor will visit your COH apartment early in the semester to ensure that your transition to Paris has been successful and to discuss how you can take full advantage of student activities at AUP. They will also give you tips and provide support for any concerns you may

have about your apartment or your roommate arrangements. If you are housed in a homestay, you will also be assigned a Student Advisor, albeit without a house call.

Roommate Relations

Learning to live with others is a valuable part of the college experience and at AUP we are pleased to be able to provide you with communal living spaces within the heart of our unique city. Instead of a typical American dormitory setting, you will be housed in a family-style Parisian apartments where you will share space with anywhere from 1 to 7 other students, on average, depending on the size and layout of the apartment.

Roommate grievances

AUP and COH staff are here to help mediate in the case of a roommate conflict. This may arise from small issues, such as having someone else use your toothpaste, or from a big one, such as being called a derogatory term for not taking out the garbage. Conflicts generally arise from disrespectful behavior, such as rooming with someone who never does his or her dishes, or regularly comes home and turns the lights on at 4am while you're sleeping.

Communication is the first step towards building an agreeable roommate relationship, and AUP's Residential Life and Counseling Service can help you troubleshoot miscommunication between roommates and to try to start anew in the case of disagreement or a communication breakdown.

RETURNING UNDERGRADUATE & GRADUATE STUDENTS

Graduate students and returning undergraduate students may elect to use the Office of Residential Life to find an independent apartment by consulting listings on our database and arranging apartment visits via a staff member or housing counselor. If you choose to find accommodations through AUP's Office of Residential Life you are bound by certain rules and regulations, but are also guaranteed certain rights. It is essential to understand these rights and responsibilities from day one in order to avoid confusion or unnecessary frustration later in the year.

Graduate students and returning undergraduates who wish to find housing outside of AUP's Office of Residential Life should consult the 'Housing Resources' page on the AUP website for a few practical details.

Tips for paving the way to a positive roommate relationship:

- **Set the ground rules:** fill out your online roommate agreement together, and discuss potential points of conflict.
- **Do your part:** pick up after yourself, and stick to apartment-wide agreements on taking out the garbage and cleaning the bathroom, etc.
- **Communicate!** Let your roommates know before bringing guests into the apartment.

Homestay Students

Those who select a homestay for their first-year housing will have a Parisian expert at home with whom to practice their French. AUP staff organize various events for homestay students throughout the year, including a one-on-one meeting to check-in during the first semester.

THE HOUSING DATABASE

Graduate students and returning undergraduates may peruse our online listings when looking for new housing. Contact with landlords is arranged by Residential Life staff. You'll find a map of the neighborhood, information about nearby amenities and photographs of the apartments, if available. Carefully note the availability date of the apartment as well as any potential extra costs, and visit the AUP Office of Residential Life to inquire about scheduling a visit.



HOUSING RIGHTS & RESPONSIBILITIES

The Office of Residential Life may help you with:

- Finding comfortable, affordable accommodations within a reasonable commuting distance from campus;
- Resolving interpersonal issues that may arise between you and your roommates, your neighbors and your landlord;
- Finding someone to help with maintenance issues that may arise in your apartment such as leaks, electrical problems or appliance issues.

Your responsibilities include:

- Ensuring you do a walk-through upon arrival and departure of your apartment, keeping a copy of the walk-through form (état des lieux in French);
- Maintaining your apartment while you are living in it, including cleaning or necessary repairs prior to your move-out;
- Communicating with the Office of Residential Life and your landlord when issues arise;
- Respecting COH move-out dates communicated at the beginning of the semester, or, if you are in an independent apartment, giving one-month's written notice before moving out of your apartment, which should always coincide with the end of a semester (December, May, or July) - not mid-semester.
- Contracting a French "assurance d'habitation" if you are housed in an independent apartment.

AMEX CAFE



EVENT CALENDAR

2018

Sep. 3	Orientation	Oct. 24	Mid-Semester
Sep. 10	Classes Begin	Oct. 26	Karaoke Night
Sep. 12	Open Senate Session	Oct. 31 -	
Sep. 14	Back to School Party	Nov. 4	Fall Break (no classes)
Sep. 17	Fall Senate Applications Close	Nov. 9	Open Mic Night
Sep. 18	Clubs / Speech Night	Nov. 15	Trivia Night
Sep. 20	Senate Ballots Opens	Nov. 19	AUP Gives Back Week
Sep. 20	Trivia Night	- 23	
Sep. 24	Senate Ballots Close & Winners Announced	Nov. 22	Thanksgiving Dinner
Sep. 26	First Full Senate	Nov. 23	Karaoke Night
Sep. 28	Karaoke Night	Dec. 7	Holiday Bash
Oct. 12	Open Mic Night	Dec. 12	Last Day of Classes
Oct. 18	Trivia Night		

2019

Jan. 14-15	Orientation	Mar.21	Trivia Night
Jan. 18	SGA Senate & Grad Speaker Applications Open	Mar. 22	Executive Election Applications Open
Jan. 21	Classes Begin	Mar. 27	Grad Speaker Committee Vote
Jan. 23	Welcome Back Senate	Mar. 29	Open Mic Night
Jan. 24	Trivia Night	Apr. 1	Executive Applications Close
Jan. 28	SGA Senate & Grad Speaker Applications Close	Apr. 2	Executive Speech Night
Jan. 29	Clubs / Speech Night	Apr. 4	Executive Ballots Open
Jan. 31	SGA Senate & Grad Speaker Ballots Open	Apr. 8	Executive Ballots Close & Winners Announced
Feb. 1	Open Mic Night	Apr. 12	Senate Applications Open
Feb. 4	SGA Senate & Grad Speaker Ballots Close & Winners Announced	Apr. 19	World's Fair
Feb. 15	International Student Soirée	Apr. 22	Senate Applications Close
Feb. 21	Trivia Night	Apr. 23	Senate Speech Night
Mar. 1	Karaoke Night	Apr. 25	Senate Ballots Open
Mar. 4 -	Spring Break (no classes)	Apr. 29	Senate Ballots Close & Winners Announced
Mar. 15		May.3	End of Year Boat Party
Mar. 20	Mid-Semester		



A FRESH START AT THE AMEX!

Our beloved café on the ground floor of the Combes building is under new management. From Fall 2018 find an expanded range of food and drinks as well as a full program of trivia nights, open mics, and other events. See you there!



STUDENT
SUPPORT



Adjusting to college life can be challenging socially and academically, and even more so when adjusting to life abroad. AUP's Health and Wellness team collaborates with a large English, Spanish and French-speaking network of medical and mental health care providers in Paris, including counselors, doctors, psychologists, and psychiatrists, whose care is usually fully reimbursed by AUP's comprehensive Health Care Plan. In addition to the services mentioned previously, our Health and Wellness program also provides in-house guidance counseling, as well as off-campus appointments with psychologists and psychiatrists.

ON CAMPUS

In a safe and confidential environment, the Student Guidance Counselor meets one on one to assess individual needs and provide adequate support, whether it is academic (i.e. time management/organization strategies,) or psychological. While students are welcome to drop-in to meet with the on-campus counselor, scheduling an appointment is preferred to ensure appropriate time and attention will be given.

Student Guidance Counselor/On Campus Guidance Counseling
Pamela Montfort | 01 40 62 06 43 | pmontfort@aup.edu

OFF CAMPUS

Additionally, AUP works with two off-campus therapists, whose 45-minute sessions are free of charge. Scheduling an appointment is necessary and can be done either directly by students or through the on-campus Student Guidance Counselor.

You can learn more about what counseling may have to offer you, and what professional counseling is all about by visiting AUP's website, under Student Life/Health and Wellness/Counseling. aup.edu/student-life/resources-services/health-wellness/counseling.

Off-Campus Therapists (by appointment only)
Anne-Marié Galliot | 06 95 91 59 18 | amgalliotpsychologue@gmail.com
Louis Monaco | 07 83 49 94 52 | dr.monaco@monacopsychology.org

DID YOU KNOW?

Getting good grades and making the most out of life at AUP is certainly important to most students. Thus students' general well-being, in terms of physical and mental health, is crucial as well. We provide a **range of services** to assist with more general daily life issues to ensure that your experience at AUP goes as smoothly as possible.

Important components for a healthy and academically successful semester include the following:

- having a grasp on time management
- enough sleep
- healthy eating habits
- a good social network

Our counselors can provide you with tools and tips on some of your personal concerns.

Want to learn more or make a difference on campus?

Contact
AUP4CONSENT at
aup4consent@
aup.edu

SEXUAL HARASSMENT

Let's talk about it. It could happen to anyone.

HANDLING SEXUAL HARASSMENT AND AGGRESSION

Incidents of sexual violence should be reported to Student Development and/or the police. Silence about such crimes contributes to an environment that is supportive of sexual violence, and communicates to victims that sexually violent behavior is tolerated.

DID YOU KNOW?

- Victims of sexual violence come from all different backgrounds. Age, race, religion, sexual orientation, gender, and size do not matter.
- About 80% of all sexual assaults are committed by an acquaintance of the victim.
- Between 20% and 25% of women will experience a completed and/or attempted rape during their college career: that is 1 in 4 women!
- On average, at least 50% of college students' sexual assaults are associated with alcohol use.
- Sexual assault is the most under-reported violent crime in many countries.
- No one ever asks for or deserves to be sexually violated. Sexual assault is an act of violence and is a crime that is punishable by law.

WHAT TO DO IF SEXUALLY ASSAULTED:

- Call someone you trust, and/or a member of the AUP Sexual Aggression Task Force (peer.)
- No matter what, do NOT take a shower: save crucial DNA samples, in case you decide later to prosecute (put clothes in a paper bag.)
- French law & procedures require you call the **Police (dial 17) before** going to any hospital: the police will then set-up the proper medical examination, at Urgences Medico-Judiciaires.
- If you're a friend of the victim: be supportive, remain calm and concerned, listen without interrupting or questioning, believe the student, and encourage him/her to do the above and seek the proper help and support.
- Remind the student that he/she is NOT at fault.
- Allow the victim to make his/her own decisions.
- Do NOT ask "why" questions that might imply blame.

OFF-CAMPUS RESOURCES:

SOS Viol/Sexual Aggression
0.800.05.95.95

Urgences Medico-Judiciaires (UMJ)
Hôpital Hôtel-Dieu
1 Place du Parvis Notre-Dame
75001 Paris.

Accueil Victimes (Victims Unit)
available 24/7
no appointment needed:
01-42-34-87-00

Violences Femmes Info: 39 19

Medical and Travel Security Assistance for AUP Students:
International SOS
01 55 63 31 55

Student Guidance Counselor

Pamela Montfort
pmontfort@aup.edu | 01 40 62 06 43

Off-Campus Therapists

Louis Monaco | 07 83 49 94 52
Anne-Marié Galliot | 06 95 91 59 18

Clinical Psychologist, Trauma Specialist

Rosemarie Bourgault (bilingual French/English) | 7 rue Saint-Senoche
01-47-20-40-11 | Cell : 06-13-50-82-60 | rosemarie.bourgault@wanadoo.fr



OUR DIVERSE COMMUNITY

We are proud to be a diverse, inclusive community with students, faculty and staff coming to our campus with a background of different experiences, identities and abilities. We do our best to enable all students to make the most of their time here. At AUP you can find a wide variety of support, including involvement in student clubs, counseling and other avenues of assistance.

We ask all students to uphold the values of the AUP Compact (see p. 118 of this handbook) that guarantees the rights of all members of our AUP community of the “Freedom from discrimination on the grounds of sex, race, color, religion, national origin, age, disability, sexual orientation or gender identity, creating an atmosphere of mutual respect in which the improvement of opportunities for individual intellectual development is the paramount concern.”

Transitioning to university life can be an exciting and nerve-wracking experience for any student, but we understand that some may face more hurdles than their peers. We want your time here to be an exploration of your independence but encourage you not to hesitate to reach out to one of our dedicated and trained staff members for support, information, or advice.

LGBTQ STUDENTS

AUP offers multiple student organizations dedicated to LGBTQ identities. Find out more on the clubs website at aup.edu/clubs.

Additionally, most of restrooms on campus are single use restrooms that are not gendered.

Off-campus Resources

Centre LGBT Paris-ÎdF

63 Rue Beaubourg, 75003, Paris

01 43 57 21 47

Metro: 11 Rambuteau

Bus: Grenier Saint-Lazare - Quartier de l'Horloge 38,47,75

<https://centrelgbtparis.org/>

LEARNING ACCOMMODATIONS

The Academic Resource Center (ARC) provides tutoring to students in need of assistance (See p.50-51 of this handbook). Please reach out to Pamela Montfort at pmontfort@aup.edu to discuss further learning accommodations.

DISABLED STUDENTS

Please contact studentdevelopment@aup.edu for more information, advice, and tips and tricks for navigating Paris effectively.

INCIDENTS OF BIAS

If you experience any kind of bias on campus AUP has procedures in place for reporting and investigating these incidents. Please reach out to studentdevelopment@aup.edu with any concerns or to report any incidents of bias.

Dean of Student Development

Kevin Fore | 01 40 62 06 31 | kfore@aup.edu

Vice President of Student Services and Security

Marc Montheard | 01 40 62 06 03 | mmontheard@aup.edu



The American University of Paris offers its students a comprehensive health care plan that guarantees excellent medical coverage at an affordable price.

You are covered and reimbursed from the first day of orientation. If you need to see a doctor you will need to pay them directly. Keep all the paperwork that they give you including your prescription after you have had it filled – you will need it to get your money back.

- The first time you see a doctor, ask them to complete the médecin traitant form, this way you can be sure of the maximum reimbursement.
- Come to the Health Office for information and lists of doctors and to drop off your claims.
- Think about setting up your online account with both SMEREP and MSH quickly so that you can track any claims you have made; the health office will issue instructions on how to do this during the first week of class.

THE CARTE VITALE

If you are staying at AUP for more than one semester it is worth applying for a “Carte Vitale” to speed up the process and so that you get a permanent social security number. You will need a birth certificate with an apostile to apply. The Health Office staff can help you with your application.

FOR ADDITIONAL INFORMATION:

Health Care Coordinator
Anne-Laure Jardy | 01 40 62 05 77 | health@aup.edu

DOCTORS IN PARIS

EMERGENCY SERVICES

Hospitals with Emergency Rooms in Paris

<http://www.aphp.fr/urgences>

HOSPITALS & CLINICS

Clinique Blomet

136 bis, rue Blomet
Metro : Convention
08.26.30.45.37

L'Institut Hospitalier Franco-Britannique

3, rue Barbès
92300 Levallois-Perret
Metro : Anatole-France
01.47.59.59.59

Hôpital Européen Georges-Pompidou

20, rue Leblanc
Metro : Balard
01.56.09.20.00

PSYCHIATRIC EMERGENCIES

Hopital Saint-Anne

Open 24/7
Day: 1 rue Cabanis Day
Night: 17, rue Broussais
Metro: Glacière or bus 62
01.45.65.80.00

Students Medical and Dental Center

Affordable fees and a variety of specialists
12, rue Viala
Metro : Duplex
01.53.95.30.00 or
01.53.95.30.21

GENERAL PRACTITIONERS

English Speaking Doctors

Dr. Patricia Nizard
41, avenue Bosquet
Metro : Ecole Militaire
01.45.55.66.15

Dr. Francis Slattery
10, avenue d'Eylau
Metro : Trocadéro
01.47.42.02.34

SOS Médecins

SOS Médecins makes house calls when you are too sick or when a GP is not available. Make sure to ask for a claim form from the doctor so that you can be reimbursed. You can sometimes request an English-speaking doctor.
3624 or 01.47.07.77.77

Doctors who charge less than €40

Dr. Philippe Labet
41, avenue Rapp
Metro : Pont de l'Alma
01.44.18.394.82
English/French/German

Dr. Philippe Martinetti
39, avenue Duquesne
Metro : Ecole Militaire
01.47.83.56.57
English/French

Dr. Maxime Szusterkac
70, rue de Sèvres
Metro : Duroc
English/French
01.43.06.71.45

SPECIALISTS

Chiropractor

Mr. Thierry Legagnoux
119, rue de l'Université
Metro : Invalides
01.45.51.38.38

Dentists

Dr. Olivier Besserman
34, rue de la Victoire
Metro : Notre Dame de Lorette

Dr. Guillaume Brahami
1B Place de Valais
Metro : Palais Royal
01.42.61.60.40

Dr. Aidan Dowd
11, rue de la Fontaine du But
Metro : Lamarck Caulaincourt
01.46.06.90.64

Dermatologist

Dr. Brigitte Marchal
40, avenue Bosquet
Metro : Ecole Militaire
01.45.51.04.40

Gynecologists

Dr. Anne-Françoise Neiman
150, rue de l'Université
Metro : Invalides
01.44.18.72.18

Dr. Nathalie Partouche-Fihma
29 bis, rue Monge
Metro: Cardinal Lemoine
01.43.25.42.56

Laboratories

Laboratoires d'Analyses Médicales
42, avenue Bosquet
Metro : Ecole Militaire
01.47.05.84.37

Laboratoire d'Analyses Médicales
16, rue José-Maria de Heredia
Metro : Ségur
01.47.83.24.13

Nutritionist

Dr Nathalie Sprung
117, rue Saint-Dominique
Metro : Ecole Militaire
01.45.55.73.13

Ophthalmologist

Dr. Esther Blumen
41, avenue Bosquet
Metro : Ecole Militaire
01.45.55.65.45

Opticians

Optique Monnery
49, rue Cler
Metro : Ecole Militaire
01.47.05.18.67

Walter Optique Service
107, rue Saint Dominique
Metro : Ecole Militaire
0145.51.70.08

Osteopath

Mr. Jacques Lachant
9 bis, rue Valence
Metro : Gobelins
01.43.37.85.55

Physical Therapist

Mr. Paul Beurskens
26, bd Raspail
Metro : Rue du Bac or Sèvres-Babylone
01.44.07.04.97

Psychiatrist

Dr. Isabelle laffont
11, rue Vignon
Metro : Madeleine
01.40.06.04.49
Isabelle.laffont@free.fr

Radiology/X-rays

Centre d'Imagerie Médicale
199, rue de Grenelle
Metro : Ecole Militaire
01.45.55.08.09

Dr. Anne Ducellier-Orlowski
16, rue Franklin
Metro : Trocadéro
01.45.25.15.10

PHARMACIES

49, avenue Bosquet
Metro Ecole Militaire

104, rue Saint Dominique
Metro Ecole Militaire

151, rue de Grenelle
Metro : La Tour-Maubourg

Our Student Immigration Services Office provides you with the resources to apply for and renew your legal residence documents.

FIRST-YEAR STUDENTS AND TRANSFER STUDENTS

All students are expected to maintain legal residency status in France during their studies at AUP. If you're a citizen of France or any other European Union country, you need only show us your passport once during orientation and are exempt from any further visa requirements.

Non-European union nationals

All non-European Union students need to first apply for a student visa, the Visa D-Long séjour- Ceseda R311-3 6°, to become a legal resident of France. Upon acceptance to the University, you will then be provided with instructions and the documents necessary to apply for your student residence permit, the VLS-TS Titre de Séjour. This residence permit allows you to legally live and study in France. All of these steps require that your passport is valid and not due to expire for more than six months.

It's illegal to enter France with a tourist visa, or no visa at all, with the intention of being a student. Students living in France without the proper documents are subject to deportation.

For further information, please check aup.edu/immigration/first-year-students.

STUDENTS UNDER 18

If you're under the age of 18 and wish to enroll at AUP, you'll need a valid student visa when you first enter France. The pack that you receive when you're admitted to the University will guide you through this process. If you have any questions or concerns, please contact your local French consulate or contact your AUP Admissions counselor.

For further information, please check aup.edu/immigration/students-under-18

RETURNING STUDENTS

As a returning student you must maintain the validity of your residency permit, your Titre de Séjour, throughout the duration of your studies. This means you'll be expected to renew your

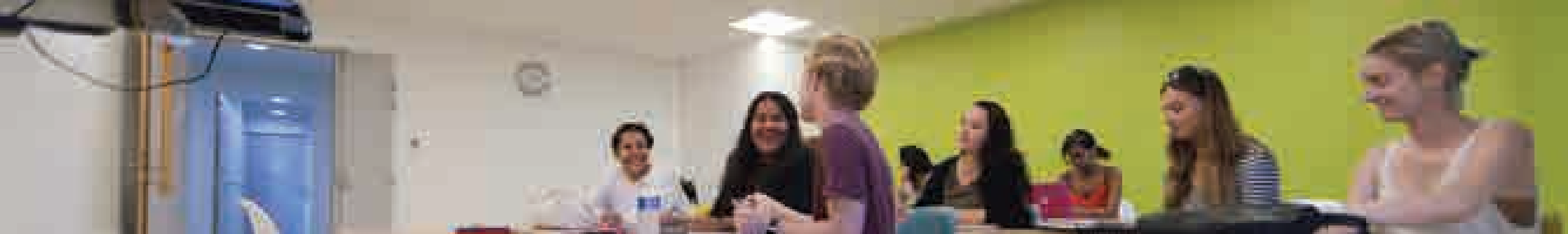
residency permit every year you're a student at AUP. It's illegal to live in France under an expired Titre de Séjour, or under a tourist visa with the intention of studying.

If you're a citizen of France or any other European Union country, you don't need a residency permit. All registered non-European Union students must have a valid Titre de Séjour in order to study at AUP.

For further information, please check aup.edu/immigration/returning-students

PART-TIME STUDENTS

Students have the opportunity to enroll as part-time students at The American University of Paris. But please note: registering as a part-time student at



AUP is not sufficient to obtain a Titre de Séjour once in France. You must also register part-time at another institution in order to reach a full-time student status. Only full-time student status will allow you to start a Titre de Séjour application in France.

For further information, please check aup.edu/immigration/part-time-students

GRADUATE STUDENTS

All students are expected to maintain legal residency status in France during their studies at AUP. If you're a citizen of France or any other European Union country, you only need to show us your passport once during Orientation and are exempt from any further visa requirements.

All non-European Union students need to apply for a student visa to become a legal resident of France. Upon acceptance to the University, you'll be provided with instructions and the necessary documents to apply for

a long stay student visa. This long stay student visa allows you to legally enter France. Please note, your passport must be valid and not due to expire for more than six months.

It's illegal to enter France with a tourist visa, or no visa at all, with the intention of being a student. Students living in France without the proper documents are subject to deportation.

For further information, please check aup.edu/immigration/graduate-students

VISITING STUDENTS

Visiting AUP students must maintain legal residency in France during their time at the University. Visiting students staying one semester only need to obtain a temporary stay visa, while students staying two semesters will need to obtain residency.

For further information, please check aup.edu/immigration/visiting-students

SUMMER STUDENTS

As a summer student at The American University of Paris, you need to be aware of the visa regulations for your stay in France before you finalize your plans. Any question relating to the status of summer students must be addressed to the Director of Summer and Part-time Programs at AUP. SIS is not in charge of assisting Non-EU students who will attend summer classes at AUP.

If you're a citizen of a European Union member state, you don't need a visa to enroll in AUP's summer program.

For further information, please check aup.edu/immigration/summer-students

ESSENTIAL ADDRESSES

Prefecture De Police - Cité U
CRÉCI- Section Ecoles Conventionnées (SEC)
Cité Universitaire
17 Bd Jourdan
75014 Paris
Metro: RER Cité Universitaire

OFII-Office Français de l'Immigration et de l'Intégration
(OFII appointment)
48 Rue de La Roquette
75011 Paris

Important: Please be sure to first schedule an appointment with SIS before reporting to the Prefecture or OFII offices. Appointments are required.

SIS FORMS AND RESOURCES

There are a wide range of forms and resources on our website at aup.edu/immigration-services.

FOR ADDITIONAL INFORMATION:

SIS Office 5, Boulevard de La Tour Maubourg | Room 2.01 (2nd floor)
Hours: M-F 09:00-13:00 & 14:00-17:00 | sis@aup.edu



GET TO KNOW YOUR CITY

Paris is one of the most culturally rich cities in the world, with a multitude of museums, theaters and monuments.

The best way to discover your new home away from home is to walk as much as possible, exploring the specificities of each arrondissement with friends and relaxing at a café or park along the way.

As a student living in Paris, you benefit from many discounts in theaters, museums and movie theaters. Make the most of your stay in the French capital by discovering its multicultural facets and venturing out! However, settling in and getting around can sometimes be challenging whether you are a native Parisian or not, and you may have many questions about living in Paris. Common areas of concern include:

- Need advice on banking?
- Confused about how to obtain a metro pass?
- Not sure where to get a cell phone or replace a SIM card?
- Not sure where to find storage space?
- Having trouble with administrative red tape and contracts?
- Dealing with a loss or theft and not sure where to turn?
- Looking for ideas about fun activities?

Student Development is available at Orientation and throughout the year to inform and assist AUP students in all these aspects of everyday life.

We have developed a partnership with a local Société Générale bank agency and a phone company to facilitate moving to Paris. Schedule an appointment or stop by to see **Yann Louis** for assistance with any of these questions, as well as more tips on living independently in the French capital.

Yann is also available to meet with students who are looking for ideas about fun activities to do around Paris. You can also refer to the “Living in Paris” section of the AUP website for more information or feel free to come and say hello to Yann during his office hours.

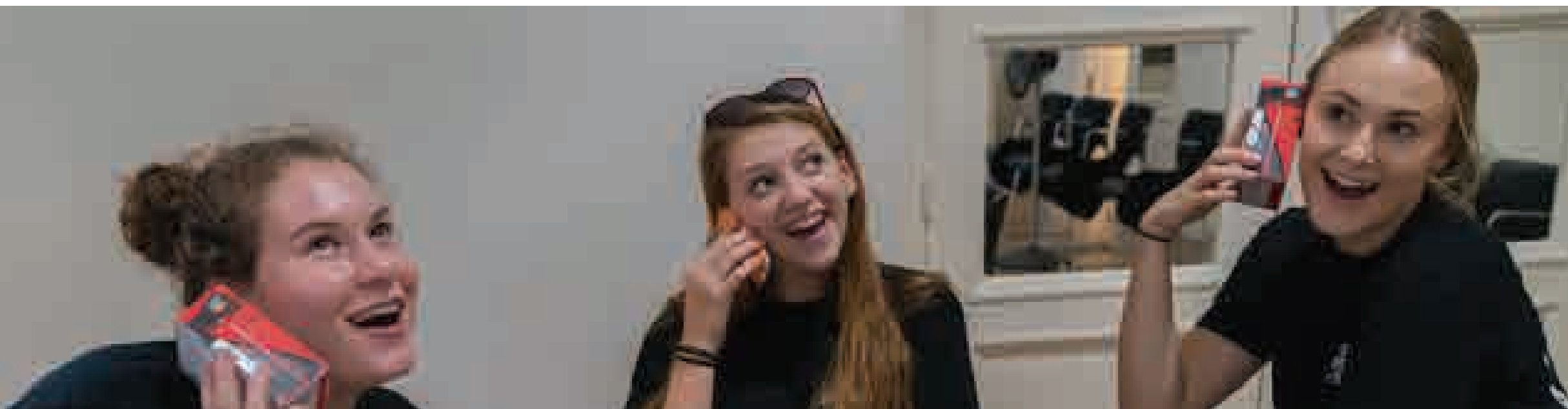
The Office of Student Development

6 Rue du Colonel Combes | 4th floor reception next to student lounge
Office Hours: M-F 10:00-18:00

Student Development Assistant

Yann Louis | 01 40 62 06 30 | studentdevelopment@aup.edu

BANKS AND CELL PHONES



BANKING

Because we know from experience that opening a bank account in France can be challenging, AUP has established a privileged partnership with a local branch of the Société Générale. This bank is close to campus and provides designated English-speaking representatives for our students. If you plan to stay in Paris for **more than one semester**, we highly recommend opening a French bank account. **Bank accounts are required in France to obtain a phone and internet plan, housing insurance, as well as to open an account for any apartment utilities.**

Société Générale

106, rue Saint Dominique
75007 Paris
Tel: (33/1) 47 53 55 17

Representatives:

Marylise Jusselin
marylise.jusselin@socgen.com
+33 (0) 1 47 53 55 25

Vanessa Voustad
vanessa.voustad@socgen.com
+33 (0) 1 47 53 55 23

Laurent Louis Desir Elisa
laurent-louis-desir-elisa@socgen.com
+33 (0) 1 47 53 55 17

MOBILE AND INTERNET SUPPORT

AUP collaborates with **Com Avenue**, a company that can assist you in choosing a phone plan, and provide you with an internet box. Employees speak English and are happy to meet with you to discuss the phone and internet plans that best meet your needs. They provide reliable, quality advice as well as excellent customer service.

Free Mobile is a cheap phone and internet provider, no contract commitments are required meaning that you can cancel your contract any time without having to pay fees. You should sign-up online or at the Free store, with a phone offer for €20/month which includes unlimited calls in France and

the US, unlimited text messages and 25 GB of internet.

Com Avenue

24 rue du Champs de Mars
(a 5 minute walk from campus)
Hours: M-F: 10:00-19:00;
Saturday: 11:00-19:00
+33 (0) 1 45 55 00 07
info@comavenue.com

Free Mobile

8 rue de la Ville l'Evêque,
75008
Hours: M-S: 9:00-19:30



TRANSPORTATION

The very first metro line was built in Paris in 1900, and the city has since developed a complete network of public transportation that includes the metro, bus and tramway systems.

- Students under the age of 26 can purchase a yearly student discount transportation card for €350, called the *Carte Imagine R*.
- Students over 26 can purchase a regular transportation card, called *Carte (Pass) Navigo*, which you can renew on a monthly or yearly basis. At the time of this printing, it cost €75/month for a pass covering Paris and the suburbs.

Note that a pass is valid for all metros, buses and tramways. Don't miss Yann's workshops during Orientation week for more in-depth explanations of Paris' transportation system and how to purchase the passes.

KEEPING IN TOUCH

You will want to be online and in touch from the moment you arrive in Paris – able to receive calls, packages and mail and be in touch with family and friends.

INTERNATIONAL PHONE CALLS

Calls outside of France may be dialed direct or collect by going through an operator. As in most countries, the rate you pay can be reduced by a substantial amount depending on when you call (cheapest between 22:30 and 06:00 and on Sundays).

To make an international telephone call,
dial: 00 + country code + number.

To call collect, use either of the following:
AT&T international calling service:
0800-99-0011
MCI international calling service:
0800-99-0019

MOBILE/CELL PHONES

In order to purchase a cell phone with a monthly subscription, you will need to have already opened a bank account, as all calls and charges are billed monthly to your bank account. You will also need to provide the cell phone company with an enrollment certificate, available during Orientation and at the Registrar's office during the semester. You may choose to purchase a cell phone that operates on rechargeable cards. These phones can receive calls, but calls can only be made when the card has credit. Such cell phone packages are a good way to keep your phone bill under control.

MAIL SERVICES

All students at The American University of Paris have a mailbox in the 102, Rue St. Dominique building entrance. A list with your box number will be posted on the Monday of Orientation. You may receive mail in care of the University at the following address:

Your Name & Mailbox Number
The American University of Paris
102, Rue St. Dominique
75007 Paris
France

The mailboxes at the University cannot be locked; plan on receiving personal mail at your Paris address as soon as you are housed. Check your mailbox regularly, as this is one of the principal means of contact that the University has with you.

TECHNOLOGY AT AUP

YOUR AUP NETWORK ACCOUNT

Your AUP NetID allows you to access e-mail, computer labs, file storage, printing, library services, Blackboard course sites and more. It consists of your five-digit student ID number, preceded by the letter "a." For example, if your ID number is 99999, your NetID will be a99999.

AUP E-MAIL

Every student receives an AUP email account: a12345@aup.edu or firstname.lastname@aup.edu. All official University communications are sent to this account so be sure to check your email daily at <http://mail.aup.edu>.

OFFICE 365

Each student is given an Office 365 account. This allows you to:

- Use Outlook to access your email
- Grants cloud storage space through OneDrive.
- Download Microsoft Office free
- Access Microsoft products online

Get started by visiting <https://portal.office.com>. Your login credentials are your AUP email address (a99999@aup.edu) and the password you configured with your NetID.

WIFI AND YOUR DEVICES

You can use your personal computer,

phone or tablet to connect to AUP's wireless network in any campus building. You can also easily sync your AUP account (e-mail, calendar and contacts) with your phone or tablet using the Microsoft Outlook app -available for iOS and Android. You can send certain types of documents from your laptop to campus printers using the "Web Print" feature at <http://printing.aup.edu>.

The AUP network uses the 802.11b/g standard and "Wi-Fi Protected Access" (WPA Enterprise) security. For instructions on using AUP Wi-Fi see, www.aup.edu/wifi

COMPUTER CLASSROOMS & MULTIMEDIA SERVICES

PC and Mac labs are located in Passage Landrieu. Services include scanning, printing in color and black & white, CD/DVD burners and equipment loans (USB keys, headphones, etc.). Well stocked with cameras, tripods, microphones and the like, the Multimedia Office provides equipment and guidance for audiovisual projects. The Multimedia Office also supports classroom audiovisual equipment and the Pat Thompson Production Studio.

Multimedia Services include:

- Free Microsoft Office installation for personal Windows and Mac laptops.
- Audio & Video equipment available from the Multimedia Office, C-303. See Multimedia policy.

- Free access to video tutorials at <https://lynda.aup.edu>.
- Access to the AUP Film/Photo/Broadcast studio. Contact: multimedia@aup.edu.
- The purchase of an external hard drive is strongly advised when working on video projects.

YOUR PERSONAL COMPUTER

For compatibility with AUP systems, the following minimum standards apply: Windows 7, 8 or 10 and Mac OS X 10.8 or later. More recent operating systems are supported. AUP strongly encourages you to purchase extended warranty options for your computer.

ONEDRIVE AND YOUR PERSONAL FILES

Every student has access to their own OneDrive cloud storage space for storing personal files. OneDrive gives you the ability to have access to your files wherever you go. Students also have access to their MyFiles directory where they can access files, but only while I campus. The IT team encourages all students to use their OneDrive for managing their files.

SECURITY

- Personal laptops must have up-to-date anti-virus software installed, (PCs should have Windows Defender enabled at all times)
- Never share your NetID password with anyone, and remember to

- always log off lab computers!
- Please review AUP ITS Policies at: www.aup.edu/student-life/campus-it-services/procedures-policies

PRINTING

- Each semester, a certain number of 'free' pages are allocated to each student. Additional printing credits may be purchased by logging in to www.aup.edu/current-students, then IT Services, My Printing. Please respect the environment and help reduce costs. Avoid printing unnecessarily.
- You can print from your laptop. Log on to <http://printing.aup.edu> and click "Web Print."

DEVICE DO'S AND DON'TS

- Keep and bring your laptop installation CDs and manuals, in case you need to reinstall or reconfigure your system.
- Be sure to bring the appropriate adapters and electrical connectors for France. See: http://goeurope.about.com/cs/electricity/l/bl_electricity.htm.
- Keep a record of your computer configuration and serial numbers, and a backup copy of your files.
- Check international warranty options for equipment purchased outside France.
- Please note that to protect AUP equipment, food and drinks are prohibited in all Computer Labs.



TUITION & COSTS

TUITION PAYMENT AND DEADLINES

Tuition must be fully paid prior to the start of the semester; you will not be allowed to attend classes unless your full semester tuition and fees have been paid. Student Accounting Services may cancel class registration or place a hold on academic records if you do not pay tuition on time. Tuition payments must be made by the deadlines listed below. Late fees will be charged for all payments received after the deadlines.

15 July: Fall semester for yearly and semester payers

15 December: Spring semester for semester payers

If you have selected the Installment Payment Plan, for which there is a fee of €200, deadlines are:

Fall: 1 June or upon receipt of invoice, 1 July, 1 August and 1 September

Spring: 1 Sept or upon receipt of invoice, 1 Nov, 1 Dec and 1 January

Summer tuition is due on 30 April for the first session and 31 May for the second session.

Student Accounting Services is happy to meet with you and your Financially Responsible Person if you would like assistance managing payments. If you receive financial aid and/or have loans, you are expected to contact the Financial Aid Office (mfouche@aup.edu) regarding any requirements that must be met.

HOW TO PAY

Once registered for classes, you can log on to your account on the AUP website and look under the Student Portal to find MyBilling. This will show all amounts owed and payments received for any given term.

Payments may be made online by credit card via the AUP website <https://my.aup.edu/payment/tuition>. Other payments can be made by bank transfer, by check in euros drawn on a French bank, or in cash.

OUTSTANDING FINANCIAL OBLIGATIONS

If your account has an overdue balance you will have a hold placed on your account. You will not be able to register for the subsequent semester and transcripts and diplomas will not be issued until the accounts are paid in full. If you have an outstanding balance you will not be allowed to participate in the Graduation ceremony. If you think you may be affected by these policies you should contact Student Accounting Services to make arrangements to resolve outstanding financial obligations.

STUDENT ACCOUNTING SERVICES (SAS)

SAS supports you and your family with billing and payment processes. The department maintains all your AUP financial records. Information about tuition and fees is available on the SAS pages of the AUP website at aup.edu/student-accounting-services.

If you have any questions please contact us by email at sas@aup.edu or by telephone at 01 40 62 07 11.



STUDENT RIGHTS

AUP students move across cultural borders both on campus and in Paris on a daily basis. As you find your place in our diverse community, you are expected to act as an exemplary citizen, upholding the AUP code of student conduct while also respecting local French customs and laws. Read the Rights and Responsibilities document in this section of the handbook to also understand your rights as a student, including representation by student government, protection from discrimination and harassment and access to a wealth of resources and facilities.

THE AMERICAN UNIVERSITY OF PARIS COMPACT

The American University of Paris is an educational institution that exists for the transmission of knowledge, the pursuit of truth, and the development of its students as critical thinkers able to move across the cultural borders of the contemporary world with a sense of commitment to and responsibility for a world held in common.

The University promotes its educational goals and preserves the human rights of each of its members by supporting the following rights and safeguards for all of its students:

A. Freedom of expression and freedom of inquiry for students and all members of the University community. At its core, a university is an environment of thoughtful and open inquiry. Through the exchange of ideas, we learn to withstand discomfort, sharpen our reasoning, and in some cases, change

our minds. Free speech guards unpopular opinions against the enforcement of beliefs by a majority.

- B. Student right to participate in the shared governance of the University, including an opportunity to express concerns and affect change through the Student Government Association as well as student membership on appropriate committees and administrative bodies.
- C. Freedom from discrimination on the grounds of sex, race, color, religion, national origin, age, disability, sexual orientation or gender identity. These values are affirmed by French law and Article 10, which ban expressions that incite discrimination, propagate the idea of a superior race, and spread hatred against specific groups.
- D. The prohibition on hate speech extends to every corner of AUP's campus, including online speech. Hate speech is antithetical to our core values; our university is a place that provides an opportunity to transform conflicts into moments of inquiry.
- E. The safety, welfare and property of all members of the University community, and the safety and property of the University itself.

It is the responsibility of each member of the AUP community to support these standards of the AUP Compact.

I. RIGHTS ON CAMPUS

The University's campus in the 7th arrondissement of Paris brings together academic resources, offices, and public spaces in a unified, though distributed, architectural whole. While on urban campus, students benefit from the following:

- A. Representation by Student Government: the Student Government Association (SGA) is an integral part of the University's model of shared governance. Each year a new student government, including an executive branch and members of the student senate, is democratically elected by the student body. Graduate and undergraduate executives, the senate and SGA-mandated committees contribute actively to discussions about the community, including challenges and problems, and are free to propose projects and solutions directly to the faculty, administration and the Board of Trustees. The SGA is also responsible for allocating the University's student activities budget.
- B. Access to student-led organizations: official student-led organizations must first be approved by the Student Leadership Office; members are required to be currently registered students. Current students are allowed to start new organizations or to join already-established groups, and thus benefit from access to meeting rooms on campus, equipment available through the multimedia office, the use of student leadership spaces, the right to request funds through the student activities budget and other resources and support. Student groups that violate University policy may be disbanded or have certain rights listed here suspended. Students and student organizations may not sign contracts in the name of the University and should refer to the Student Leadership Office for support with external vendors.
- C. Right to assemble, promote causes and invite guest speakers: the University's

mission includes educating students to communicate effectively, to listen carefully and to think critically. As such, we recognize the right of protest, so long as it occurs in a spirit of thoughtful and open inquiry. Students and are free to assemble on campus, voice opinions, distribute pamphlets and petitions, and invite guest speakers so long as their actions do not interfere with the normal processes of the University or infringe on the rights of others in accordance with French law and Article 10 of the European Convention on Human Rights. Students must comply with AUP's external speaker procedure as outlined below in this section. Posters displayed on the campus must first be approved by the Office of Student Leadership.

External Speakers Procedure

The event organizer is responsible for taking steps to gain knowledge of the speaker and addressing the following questions to ensure the appropriateness and safety of the event.

- Will the event create an environment of thoughtful and open inquiry?
- Does the subject of the talk or the speaker's organization pose a risk to the order and safety of the AUP community?
- Is the event likely to result in media interest, a large crowd or increased security measures?
- Is the event in accord with French law and the European Convention on Human Rights?

If the questions above raise any concerns or doubts, the event organizer must notify the Provost, who will review the event and decide whether to approve it. Conditional approval may be granted, subject to the organizer putting mitigating measures in place. Our guiding principle will be to permit events in line with the

University's educational mission and firm commitment to freedom of speech.

D. Right to free and autonomous student media organization: AUP Student Media (ASM), the University's student-led media organization, is a co-curricular endeavor, providing hands-on educational experience for students interested in journalism, communication, social media and other fields. It produces print, digital and video news and entertainment for the entire community. While ASM is dependent on the Student Government Association for funding, the University provides sufficient editorial freedom for student publications to maintain their integrity as platforms of free inquiry and free expression.

Student editors are not required to submit advance copy to the administration for review and are free to challenge ideas about the campus, the University and the world at large. With this right, however, comes responsibility. Any student who contributes to student media at The American University of Paris is expected to adhere not only to the basic tenants of responsible journalism but also to the University's educational mission. This includes but is not limited to adequate research for all material before publication and properly quoted sources as well as avoidance of all forms of prejudice, libel, slander, undocumented allegations and attacks on personal integrity. All ASM publications are required to indicate on the proper editorial pages or in other appropriate formats that the opinions expressed are those of the publication and are not necessarily those of the University or the student body.

The ASM Board represents student-led media initiatives at the university, providing an official voice to student editors. The board comprises a student editor, a deputy editor and a faculty advisor for each ASM-mandated platform as well as a faculty advisor from the Global Communications Department and a staff advisor from the Office of Student Development. Student editors are

appointed by a majority vote of the Board each semester. Faculty, staff and students collaborate on a weekly basis through the ASM Board structure as well as via related student media classes. Student editors may be subject to suspension or removal from their positions by the ASM Board if they do not adhere to the tenants of responsible journalism or if they are found in violation of the Code of Student Conduct.

II. RIGHTS OFF CAMPUS AND IN RESIDENTIAL LIVING

The University commits to housing first-year undergraduates and all other students who request assistance with housing during the time of their studies. Working with our preferred housing partners and local landlords, the University is able to provide a selection of clean, comfortable and well-maintained apartments.

Students who accept accommodations through the University or its preferred housing partners must sign a housing agreement. This agreement is designed to protect students, landlords and the property, ensuring that all parties be French laws and University regulations. Students should note that if they wish to change their apartment assignment, they must consult Residence Life staff directly. Staff members will evaluate the situation and, as a first recourse, recommend a mediation procedure. A move may or may not be recommended as a second recourse after the mediation procedure has been completed.

Wherever students may be housed, they are expected to behave appropriately with roommates, neighbors and the community at large, in all respects. Violence or threats, sexual harassment, inappropriate behavior and loud noise are not tolerated, in accordance with the University's Code of Student Conduct, and will result in a warning or possibly immediate eviction.

III. RIGHT TO PROCEDURAL FAIRNESS IN DISCIPLINARY CASES

The University strives to protect the dignity, integrity and reputation of each and every student, while at the same time enforcing the Code of Student Conduct and other University policies to maintain order, protect individuals and property and to fulfill our mission.

Dispute Procedure

- If students have complaints regarding the speech or actions of another student or member of staff, they may speak to Student Development.
- If students have complaints regarding the speech or actions of a professor, we encourage them to speak first to the professor. They may also speak to their academic advisor or to the department chair/program director. In addition, they may speak directly to Student Development or the Provost.
- At any point, students may feel free to seek guidance from Student Development.

Students accused of a breach of the Code of Student Conduct or of a violation of other University policies are guaranteed a disciplinary process free of excessive legalism and based on common sense. The Student Code of Conduct and details regarding possible sanctions, judicial boards and the appeals process are detailed later in this guide. When students face sanctions that may include censure, probation, suspension, expulsion or eviction, they are guaranteed the following rights:

- Right to be informed of the charges brought against them within a reasonable timeframe, typically within a week of the charges first being reported;
- Right to know prior to any hearing the names of any witnesses testifying against them;
- Right to know prior to any hearing the details of all accusations;
- Right to rebut any accusations and to produce witnesses on their own behalf;

- Right to choose one person to accompany them to any official proceedings or hearings;
- Right to appeal any decisions made by a judicial committee;
- Right to maintain student status until all investigations are completed and a decision is reached by a judicial committee.

IV. FERPA PRIVACY RIGHTS

FERPA stands for The Family Education Rights and Privacy Act. It's the U.S. federal law that governs release and access to student educational records. 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.

- Students are protected by FERPA from the first day of classes at The American University of Paris and therefore have the following rights:
- The right to inspect and review academic record within 45 days after the University receives a request for access.
- The right to request an amendment to educational record if it is inaccurate or misleading.
- The right to consent to disclosure of personally identifiable information contained in academic records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with FERPA.

V. PARENTS' RIGHTS

Since all AUP students are "eligible students" under FERPA, parents do not have free access to their children's records—even if they pay the bills. If the "grade release" record is set to "YES", only parents who are listed as the financially responsible person will receive a grade summary and invoice every semester. But they still have to be authorized by their children to receive any supplementary information.



CODE OF CONDUCT

All students studying at The American University of Paris, regardless of nationality, are bound by French legislation both on and off campus. Students are required to maintain proper legal residence status during their time as students in France. They are encouraged to explore the subtle and sometimes not so subtle differences between French culture and customs and other cultures and customs that they may be more familiar with. These differences will be addressed at Orientation and throughout a student's studies at the University. Students should also familiarize themselves with all emergency and safety procedures relevant to the University campus as well as Paris, France and Europe. Full details are available in this AUP Handbook and online.

I. CODE OF STUDENT CONDUCT

To preserve its integrity as an educational community, the University has defined below institutional standards of conduct for its students. The University provides a mechanism for student participation in the formulation of standards of conduct and in judicial proceedings. These standards of conduct do not restrict the rights of faculty to control conduct in the classroom within accepted standards of academic freedom and responsibility.

Prohibited Conduct

The following are prohibited:

- The use or threat of force, by any member of the community against any other;
- Sexual harassment, as defined in Section V of this policy;
- The possession of firearms or other dangerous weapons or substances on University premises;
- The use, transfer, distribution, possession or sale of any substance classified as a narcotic by French law;
- Theft or willful destruction of the physical or intellectual property of the University or of any member of the community as well as the storage of

stolen property on University premises;

- Conduct outside of the University, including on University-sponsored trips and housing, whether arranged by the University or not, which violates either the Code of Student Conduct or French Law, or which damages the University's standing in the local community;
- Disorderly conduct: verbally abusing University officials acting in performance of their duties; acting in a manner that annoys, disturbs, threatens or harasses others; disrupting, obstructing or interfering with the activities of others, particularly on campus or in residential living, or behaving in a lewd or indecent manner;
- Cyberbullying and stalking another member of the community is prohibited. Whether virtually through social media or other technologies or in person, engaging in any course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substan-

tial emotional distress;

- Conduct disturbing or disrupting the authorized use by others of University facilities;
 - Smoking in University buildings or in University-arranged housing where smoking is forbidden;
 - Students housed through the University Office of Residential Life must sign a Housing Rules and Regulations Agreement before accepting accommodations, and subsequently must respect all aspects of this agreement while housed through the University, including timely payment of rent and arrival and departure deadlines;
 - Students excessively late with rental payments for housing secured through the University Office of Residential Life or with payments for university study trips or cultural excursions, risk judicial procedures as outlined in the Student Rights & Responsibilities Guide;
- Dogs and other pets and animals are not permitted on university premises or housing arranged through the University unless authorized for instructional or

laboratory use or when they are trained guide dogs for specific

- documented medical conditions or for the visually impaired. Appropriate documentation must be submitted to and approved by the Office of Student Development in these cases;
- Violation of the code of academic integrity;
- The use of the University name in such a way as to imply representation of the community, in any public statement or demonstration, without prior authorization by the Office of Student Development;
- The posting or distribution of announcements, publicity, publications, or products that are not related to the University's academic or non-academic programs, unless approved by the Office of Student Leadership or the Dean of Student Development;
- Violations of the University's computer security systems and altering the configuration of University computers, software, e-mail accounts, or any other

computer files;

- Non-compliance: failure to comply with reasonable directions of University officials acting in performance of their duties. Directives to cooperate in the administration of the Code of Student Conduct are included in the scope of this provision;
- Discrimination: committing any of the above acts because of a person's race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity.

II. ACADEMIC INTEGRITY AT AUP

Please refer to the discussion of Academic Integrity in the Academic Life section of the handbook.

III. UNIVERSITY POLICY ON SEXUAL HARASSMENT

The American University of Paris affirms its commitment to the principle that no student, employee or applicant for employment shall

be subject to sexual harassment. Sexual harassment is a violation of the standards of conduct at AUP and is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a condition or term of a student's status in a course, program or activity or a condition of work.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting a student or employee.
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, educational experience, or creating an intimidating, hostile, or offensive environment.

It is a violation of university policy to initiate any action of reprisal against a member of the university community who in good faith reports

incidents of sexual harassment. Complaints of sexual harassment should be filed with the Dean of Student Development. If the complaint concerns the conduct of another student, the Dean of Student Development will initiate an investigation and follow the procedures outlined above under the standards of conduct for the University and the judicial procedures where appropriate. If the complaint

concerns the conduct of a university employee, the Dean of Student Development will forward the complaint to Provost or to the Director of Human Resources, whichever is appropriate, and an investigation will begin immediately. Should allegations of sexual harassment be found to be true, disciplinary actions will be initiated.

IV. SANCTIONS FOR VIOLATIONS OF CODE OF STUDENT CONDUCT

All cases of alleged violations of the Code of Student Conduct

or violations of French law and disruptions of public order should be reported to the Dean of Student Development, who will investigate allegations as soon as possible after the reported violation.

The following is a non-exhaustive list of possible sanctions, provided as a guide to those assessing sanctions.

This broad list allows for considerable discretion, supporting the Conduct Board, Appeals Committee, the Residential Life Office and the Dean of Student Development in their efforts to provide justice based on the facts of each case examined.

Non-exhaustive list of possible sanctions:

Warning: a verbal or written reprimand indicating that a student's conduct is in violation of the Code of Student Conduct.

- Censure: a written reprimand, not noted on transcripts, indicating that a student's conduct is in violation of the Code of Student Conduct.
- Assessment of damages and

requirement of payment: a student may be required to settle claims for damage or theft, the amount of which is determined by the Conduct Board, Appeals Committee or Dean of Student Development.

- Immediate suspension from elected office and participation in student-led organizations, including the Student Government Association and athletic teams, and restricted access to certain campus facilities and resources (e.g. Amex, multimedia office, etc.) during the semester in progress.
- Non-academic Probation: students on non-academic probation are not permitted to hold elected office or participate in extracurricular activities of the University during the probation period. Should they violate other standards of conduct while on probation, they may be suspended or dismissed from the University.
- A recommendation to the President of the University that a student be suspended from the University for a limited period of

time or be banned from taking final exams and thus completing the semester.

- A recommendation to the President of the University that a student be dismissed from the University for non-academic reasons. Students who have been suspended or dismissed may not enter or use the University's facilities.
- Requirement to produce a medical certificate indicating that the student is in the proper state of health to study at the University.
- Obligation to seek counseling with an on-campus counselor or off-campus therapist as determined by the University. Multiple sessions may be required to ensure the well-being of the student and in some cases a written medical statement attesting to the student's well-being may be required.
- Community service: In certain cases the University may assign a set number of community service hours on or off campus to allow

the student to demonstrate his or her goodwill and to help them gain a greater appreciation of the community and campus life.

- Residential warning: In the case of a less serious violations of the Code of Student Conduct or housing regulations, students will first receive a written warning stipulating possible consequences of future violations
- Residential Probation: indicates that a student is no longer in good standing within the university Housing Office and could be forced to relocate with another violation.
- Eviction from residence: termination of residence contract and exclusion from visiting housing offered by the University or its housing partners. Any student who is evicted forfeits all refunds and housing fees and must find new housing on their own unless decided otherwise by the University.

V. JUDICIAL PROCEDURES

Any person may refer a student or student groups or organizations suspected of violating any part of the Code of Student Conduct, University policies or French law to the Dean of Student Development or the Office of Residential Life. Students who feel that they have been discriminated against may also request a meeting with the Dean of Student Development or the University Conduct Board. All members of the Conduct Board and Appeals Committee are appointed yearly in May and must adhere to absolute confidentiality relative to the names and details of all persons involved in cases reviewed. Students involved in disciplinary cases are guaranteed a certain number of rights as detailed in Section IV of the Guide to Student Rights & Responsibilities.

A. Dean of Student Development: In a first instance, accused parties or students who feel discriminated against are invited to an informal

meeting with the Dean of Student Development (or his/her representative) or the Office of Residential Life. If charges can be resolved administratively by mutual consent of the involved parties, the case will be decided at this level with no further proceedings or appeal. A written confirmation will result from this meeting indicating all decisions agreed upon. If mutual consent cannot be resolved with the Dean of Student Development, the case is referred to the University Conduct Board.

B. University Conduct Board: Composed of two staff members appointed by the Dean of Student Development; one faculty member appointed by Faculty Senate; and two students appointed by the Student Government Association, this board convenes to review grievances that cannot be settled at the level of the Dean of Student Development. After hearing all evidence and meeting with all parties concerned, the Conduct

Board presents a decision to the Dean of Student Development. The Dean in turn conveys this decision in writing to the accuser and the accused by AUP email and in hardcopy to their AUP mailboxes. Accused students who fail to appear before the Conduct Board after one written notice will be deemed not to have contested the allegations against them. Appointments to the committee are made for one year from mid-May to mid-May.

C. Appeals Committee: Students wishing to appeal the decision made by Conduct Board must submit a written petition within five class days of such a decision to the Dean of Student Development, who will convey the petition to the Appeals Committee, which is composed of the Dean of Student Development, the Chair of the Faculty Senate, and the SGA President (graduate and or undergraduate, depending on the case). The Appeal Committee will meet as soon as possible to

review the case and the decision. The Appeals Committee will then decide to uphold or revise the decision of the Conduct Board. This decision is based on a majority vote. In the case of a tie when both the graduate and undergraduate SGA presidents are present, the Dean of Student Development makes the final decision. The Committee may propose to affirm the original decision of the Conduct Board, remand the case back to the Conduct Board for a new hearing, request that new members of the Conduct Board review the case or decide to lift sanctions or impose new sanctions. The decision made by the Appeals Committee is final. Only the President of the University can reverse an Appeals Committee decision.



STUDENT
SAFETY

Stay informed, healthy
and safe while abroad.
Download the
International SOS
app in your
usual app
store

HANDLING EMERGENCIES

“WHAT DO I DO OFF CAMPUS?”

A life threatening situation calls for immediate and independent action on your part. This information should be kept visible and accessible in your cellphone or taped to your apartment wall.

WHEN CALLING AN EMERGENCY SERVICE, YOU NEED TO:

- **SPEAK CLEARLY AND SLOWLY.** If you don't speak French and do not have anyone nearby who does, the person on the other end may be able to understand you, or get someone who can.
- **PROVIDE** your name and address, floor (étage,) entrance code number, if needed, and your phone number. Say who you are (victim/patient/witness, etc.) Provide a number on which you're always reachable.
- **INFORM THEM** of the nature of the illness or accident, and what has happened since, and if any treatment has been given. Describe

the patient's condition (cannot walk, is vomiting, is in pain, etc.)

- **LISTEN CAREFULLY** to directions they may give you – your actions may help save a life.

Note: SOS Médecins and MSH International can answer emergency calls in English. Remember that important numbers are on the back of your Student ID Card!

LIFE THREATENING EMERGENCY

- **EU Emergency number: 112** (available from cell phones, and in any EU member country)
- **SAMU = 15** (Emergency Medical Technicians (EMTs) and Paramedics/Ambulance) Or: 01-45-67-50-50
- **Fire Department/Paramedics (Pompiers): 18**
- **Police Department (Police Secours): 17**

NON-LIFE THREATENING EMERGENCY

If you need help in a medical emergency that is not life-threatening, call International SOS who can help you find the kind of medical service you need. You can also find the list of medical providers on p.100-101 of this Handbook, and on AUP's website at aup.edu/medical-providers

- **AUP Emergency Hotline**
01 40 62 06 26
- **SOS Médecins:** 3624
(If you're too sick to get outside, the doctor will come to you.)
- **Fire Department/Paramedics (Pompiers):** 18
- **SOS Dentists:** 01-43-37-51-00
- **SOS Drogues Int'l:**
01-55-87-55-55
- **Sexually-Transmitted Diseases:**
01 40 78 26 00
- **AIDS/HIV Info Service:**
0 800 840 800

Medical and Travel Security Assistance for AUP Students:

International SOS | 01 55 63 36 35

OTHER EMERGENCY SERVICE AND CONTACT INFORMATION

Hôpital Cochin

Severe Burns (Service des brûlés) :
01-58-41-26-49 or 01-42-34-17-58

Injuries/ER : 01-58-41-27-22
27, rue du Faubourg St. Jacques
75014 Paris

Hôpital Fernand Widal

SOS Anti Poison (Poison Control Ctr)
01-40-05-48-48
200, rue du Faubourg St. Denis
75010 Paris

Hôpital Saint-Anne

Psychiatric Emergencies
01-45-65-80-00
Day : 1, rue Cabanis
24/7 : 17, rue Broussais
Paris 75014 - Metro Glacière or Bus 62

STREET SMART IN PARIS

Paris is a relatively safe city, but like in any city you should stay alert when out and about. Here are a few things to consider whether you consider yourself Parisian or are new to the city:

- **Spend time** observing your surroundings and learn to recognize red flags.
- **Develop street-smart habits**, such as watching out for pick-pockets and con artists, and having a “non-tourist” attitude.
- **Be aware of cultural differences** that can potentially lead to misunderstandings, thus conflicts: keep a reserved attitude, be friendly but not too inviting, and avoid eye contact that could be misinterpreted.
- **When riding the metro**, the bus, or when wandering on the streets, watch your belongings at all times: cell phones are the most stolen item, snatched right out of your hands or pockets.
- **When going out and drinking:** set-up a “buddy system” just like a “designated driver;” be aware that when under the influence of substances, you become an easy target for all kinds of aggression, including sexual assault: watch out for each other.
- **In clubs/bars:** don’t leave your drink unattended, and/or don’t accept a drink from a stranger, unless you’ve seen it poured in front of you, to prevent date-rape drugs being administered surreptitiously.
- **Make sure** to set aside some money for a cab, and preferably order one.
- **Always have a valid ID** on you, but leave the passport at home: you can carry a photocopy of it, but make sure to have another official form of ID; have your student ID card with you at all times, just in case.
- At the Champs de Mars or other similar places: please know that **pickpockets/thieves**, petty criminals are on the lookout for foreigners, and especially drunk ones...
- **Note: alcohol is a major factor in aggressions**, so follow the advice given previously to avoid any potentially dangerous situations.

- Please review AUP’s **Emergency Procedures** section in this handbook on page 132, which is also posted on our website. Take a picture of the document and keep it on your cell phone, as well as enter AUP’s 24-hour hotline number (for emergencies ONLY.) Post a copy in your apartment.

CABS/CAR SERVICES

Uber

www.uber.com

The Uber app connects you with a driver at the tap of a button. Available on iPhone, Android...

Taxi G7

www.taxig7.fr

Phone: 3607

Taxis bleus

www.taxis-bleus.com

Phone: 08-91-70-10-10

PHARMACIES

Pharmacie Centrale

Open 7 days a week, 8:00 a.m.-12:00 a.m.

15th arrondissement
52 Rue du Commerce

Metro: Avenue Emile Zola

Tel: 33(0)1 45 79 75 01

Pharmacie du Drugstore des Champs-Élysées

Open 7 days a week until 2:00 a.m.

8th arrondissement

133 Avenue des Champs-Élysées

Metro/RER: Charles de Gaulle Etoile

Tel: 33(0)1 47 20 39 25

LOCAL POLICE STATION OPEN 24/7

7th arrondissement

9, rue Fabert

01 44 18 69 07

Metro line 8 – RER C Invalides

INTERNATIONAL SOS

Medical and Travel Security Assistance for AUP Students

Phone: 01 55 63 36 35

www.internationalsos.com



ACADEMIC DEPARTMENT CHAIRS

2017-18 Undergraduate Department and Graduate Program Chairs

<i>Division/Department</i>	<i>Chairs</i>	<i>Telephone</i>	<i>Email</i>
Art History & Fine Arts	Anna Russakoff	01.40.62.08.14	arussakoff@aup.edu
Comparative International Politics	Hall Gardner & Philip Golub	01.40.62.06.91	hgardner@aup.edu pgolub@aup.edu
Comparative Literature & English	Geoff Gilbert	01.40.62.08.25	ggilbert@aup.edu
Computer Science,	Ruth Corran	01.40.62.06.82	rcorran@aup.edu
Economics	Ali Rahnema	01.40.62.06.85	arahnema@aup.edu
Film Studies	Alice Craven	01.40.62.06.80	acraven@aup.edu
English Foundation	Linda Martz	01.40.62.06.73	lmartz@aup.edu
French & Modern Language	Dominique Mougel	01.40.62.06.77	dmougel@aup.edu
Global Communications	Charles Talcott	01.40.62.05.75	ctalcott@aup.edu
History	Albert Wu	01.40.62.07.05	awu@aup.edu

<i>Division/Department</i>	<i>Chairs</i>	<i>Telephone</i>	<i>Email</i>
International Business Administration	Dianne Bonneau	01.40.62.06.97	dbonneau@aup.edu
MSc in International Management	Robert Earhart	01.40.62.05.79	rearhart@aup.edu
MA in Global Communications	Robert Payne	01.40.62.08.28	rpayne@aup.edu
MA in International Affairs	Susan Perry	01.40.62.05.88	sperry@aup.edu
MA in Diplomacy and International Law	Susan Perry	01.40.62.06.85	sperry@aup.edu
Psychology	Brian Schiff	01.40.62.05.88	bschiff@aup.edu
Writing Lab	Ann Mott	01.40.62.06.72	amott@aup.edu
Writing Program	Cary Hollinshead- Strick	01.40.62.06.70	cstrick@aup.edu

CAMPUS CONTACT INFORMATION

The Index below identifies offices that can help with various issues. If dialing from a non-campus phone, dial 01.40.62.0... before the AUP extension listed here.

L = La Tour Maubourg PL = Passage Landrieu G = Grenelle
 C = Combes StDo = Saint Dominique

<i>Your Concern</i>	<i>Office</i>	<i>Campus Location</i>	<i>AUP Phone Extension(s)</i>
Academic Advising	Center for Academic, Internship, Career Advising advising@aup.edu	PL-1	661 & 671
Academic Concerns	Dean's Office	L-101	604
Academic Requirements	Registrar's Office	LJ-02	611
Academic Status	Registrar's Office	LJ-02	612 & 813
Add/Drop	Registrar's Office	LJ-02	612 & 813
Admissions	Admissions Office admissions@aup.edu	L-002	720
Books and Supplies	Bookstore	Amelie	594
Carte de Séjour / Titre de séjour	Student Immigration Services (SIS) sis@aup.edu	L-201	615
Class Schedules	Registrar's Office	LJ-02	818
Complaints/Misc	Student Development Office	C-308	630 & 631
Computer Information	ITS Helpdesk helpdesk@aup.edu	PL-1	696
Credits	Registrar's Office	LJ-02	813
Cultural Events/ Tickets	Cultural Program Office adang@aup.edu	C-307	596

<i>Your Concern</i>	<i>Office</i>	<i>Campus Location</i>	<i>AUP Phone Extension(s)</i>
Doctors/ Health Concerns	Health Office	C-502	577
Enrollment Certificates	Registrar's Office	LJ-02	813
Financial Aid	Financial Aid Office rvener@aup.edu	L-002	727
Forms, Requirements, and General Inquiries	Master Programs eguinel@aup.edu	L-108	719
Guidance Counseling, Therapist References	Counseling Office pmontfort@aup.edu	C-405	643
Health Plan	Health Coordinator health@aup.edu	C-502	577
Housing/Roommates	Residential Life Office housing@aup.edu	C-408	597-599
I.D. Cards	Registrar's Office	LJ-02	813
Internships/ Career Planning	Center for Advising, Internship, Career Advising careers@aup.edu internship@aup.edu	PL-1	634 & 625
Library Inquiries	Library library@aup.edu	Montessuy	562
Lost and Found	Reception	C	616
Passport/Visa Issues	Student Immigration Services	L-201	615
Presidential Inquiries	President's Office	L-103	659
Raising your concerns to administration, help plan events	Student Government Association (SGA) Office sga@aup.edu	C-304	589

AUP PHONE BOOK

Your Concern	Office	Campus Location	AUP Phone Extension(s)
Security and Safety Office	Office of Security	StDo16	810 (626 in emergencies)
Sexual Harassment	The Office of Student Development, Pamela Montfort	C-405	643
Sports Inquiries	Sports Office Sports@aup.edu	C-307	593
Student Accounting Services	Student Accounting Services (SAS) Office	LJ-05	711 & 713
Student Activities Info	Student Leadership Office student_leadership@aup.edu	C-306	821
Student Publications	AUP Student Media (ASM) Office asm@aup.edu	C-302	--
Student Mail	Mail Office fimperial@aup.edu	StDo	609
Study Abroad/ Exchange	Center for Academic, Internship, and Career Advising dmeys@aup.edu	PL-1	671
Transcripts	Registrar's Office	LJ-02	813
Travel Info/Trips	Cultural Program Office	C-307	596
Writing Support	Writing Lab	G-009	672

WHAT CAN WE HELP YOU WITH?

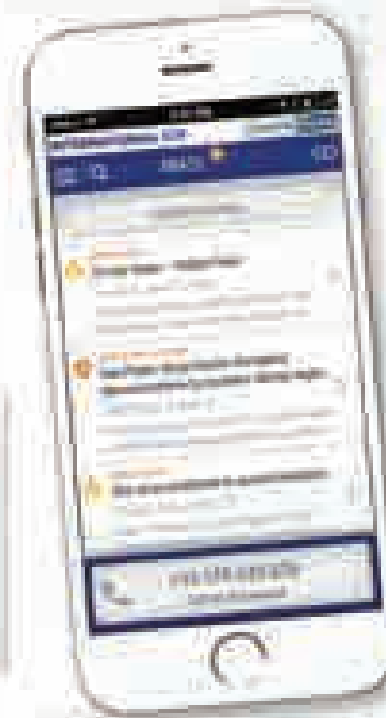
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VEHICLE ACCIDENTS THREATS DOCTOR REFERRAL
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STUDENT HANDBOOK 2018-2019

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