Manage your academic modification

User Guide
Any requests for modification require the prior authorisation of your Academic advisor.

You may then enter your request on your Sciences Po student interface and follow the different steps until its validation.

1. APPLY
   To manage your academic modification

2. SUBSTANTIATE
   The request

3. CONFIRM
   The request

4. FOLLOW
   The progress of the request
A suspension of studies
you may interrupt your studies for one semester or one year. You will then not be considered as a student of Sciences Po during the entire period of the suspension. You have no tuition fees to pay and consequently you may not benefit from the related advantages, especially the internship accord. You will regain your student status at the end of the suspension period. Attention, all semesters started will entail the payment of tuition fees.

A deferral
"Under certain conditions, you may benefit from one year of deferral by providing a cover letter and following the accord of your academic officer. You will need to register administratively and pay 25% of your tuition fees as well as your social security payment. You will maintain a Sciences Po student status. Your academic course program will resume following your one-year deferral.

A withdrawal
You wish to stop your course program. You will then no longer be considered a student of Sciences Po. Attention, all semesters started will entail the payment of tuition fees.

We would like to remind you that all modification requests may necessitate a prolongation of studies ranging from one semester to one year or more.

In this perspective, the prolongation of your studies is subject to the pertaining tuition fees as well as to mandatory social security payments.

If you have a Sciences Po or a CROUS scholarship, it is up to you to verify with the scholarship office (info.bourses@sciences-po.fr) the conditions of maintaining or renewing your scholarship.

It is also up to you to verify that you have followed all the academic obligations of your course program.
Step 1 – APPLY for manage your academic modification

- Login to your Sciences Po online area
- Click on Student interface – Your academic program and then click on Manage your academic modification
- To create a request to manage your academic status

Modify request

<table>
<thead>
<tr>
<th>List of your requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>No request made</td>
</tr>
</tbody>
</table>

Make new modification request

- Select a type of modification:

  Abandon / Withdrawal
  Césure / Deferral sur 2 semestre(s)
  Césure fin de 3ème année / Deferral sur 2 semestre(s)
  Suspension annuelle / Annual Suspension sur 2 semestre(s)
  Suspension semestrielle sur 1 semestre(s)

- Select the starting semester:

  2nd semester 2011/2012
  Semestre d'éte 2011/2012
  1er semestre 2012/2013

To apply the request, click on Continue
Once the application is complete,

Select the subject of your request

Complete the reason of your request

Click on « Submit »
Verify the details regarding your academic modification:

- Type of modification: Cessure sur 2 semestre(s)
- Starting semester: 1er semestre 2012/2013
- Returning semester: Semestre d’été 2012/2013
- The subject of your request: Autre raison / Other reason
- The reason of your request: I had a very important internship

Validate the request Rectify the request

Once the application has been validated, a number is assigned:

We confirm that your request has been recorded. Please note the Reference number which is 2011200026.

Click on Back to the academic modifications to go back to the main screen.
### Step 4 – FOLLOW the progress of the request

- **Follow the progress of your request on the main screen:**

  ![Main Screen](image)

  **Modification request**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Academic Year</th>
<th>Program</th>
<th>Specialization/Dual Degree</th>
<th>Modification Type</th>
<th>Date of Creation</th>
<th>Status</th>
<th>Request Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy</td>
<td>1ère année</td>
<td>Programme College Uni.</td>
<td>Non défini</td>
<td>Césure</td>
<td>18/04/2012</td>
<td>En cours</td>
<td>2011200024</td>
</tr>
</tbody>
</table>

- **To cancel a request, click on its number in the list of your requests:**

  ![Request List](image)

  - Click on the number `2011200024` to cancel the request.

  **Curriculum upon which your choice of academic modification is based**

  - Campus: Nancy
  - Academic year: 1ère année
  - Program: Option du Collège Universitaire de Sciences Po: Non défini
  - Dual Degree: 

  **Request number:** 2011200024

  **Type of modification:** Césure

  **Subject of request:** Authorization / Other reason

  **Reason of your request:** I had an extremely important internship

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A request can be canceled unless it is already processed. Please contact your academic secretary if cancel is not possible.