

Undergraduate Transfer Credit - Policy & Procedures

1.0 Purpose

- 2.1 To provide a clear and transparent framework for the evaluation of transfer credit requests from post-secondary education institutions and externally validated, post-secondary equivalent providers (e.g., IB, AP).
- 2.2 To ensure that, when merited, students receive appropriate credit for academic work not completed at AUIB while maintaining academic standards.

2.0 Scope

- 2.1 This transfer credit policy applies to all students seeking to transfer degree credits to AUIB.
- 2.2 This policy excludes non-formal credit coursework, which is assessed through the Prior Learning Assessment and Recognition (PLAR) policy. PLAR conducted and assigned at a previous university will not be transferable to AUIB.

3.0 Definitions

- 3.1 Articulation agreement - a formal agreement between two or more institutions that specifies that work completed at one institution will be accepted and applied to a degree program at another institution.
- 3.2 Core curriculum - a set of general educational requirements that all students must complete in order to earn a degree.
- 3.3 Credit hour - a quantification of the instruction and academic work required by students in the course based on Carnegie calculations.
- 3.4 Degree program - the field of study in which a student concentrates their academic work.
- 3.5 Equivalent course - a course offered by the credit-originating institution that has comparable content, learning objectives, and credit value as a course at the credit-accepting institution.
- 3.6 National recognition - authorization as a university by the Ministry of Higher Education and Scientific Research (MoHESR) or a similar governmental body at the national level.
- 3.7 Major - the field of study in which a student concentrates their academic work.
- 3.8 Regional recognition - authorization as a university by a MoHESR of any member state of the League of Arab States, or recognition by a regional accrediting agency that operates within this framework.
- 3.9 Recognized Institution - a recognized educational organization that has met specific quality standards and is authorized to grant academic credentials. Recognition includes



authorization as a university from the MoHESR or similar governmental bodies at the national level. Recognition also includes regional or national accreditation from a recognized accrediting agency. A recognized educational institution is one that has met specific quality standards and is authorized to grant academic credentials. This includes:

- Post-secondary institutions: accredited universities, colleges, and similar organizations recognized by national, regional, or international accrediting bodies or governmental agencies, such as the MoHESR.
- Secondary education institutions: schools authorized by national or international bodies to offer advanced academic programs such as Advanced Placement (AP) or International Baccalaureate (IB), which are widely accepted for transfer credit.

3.10 Transcript - an official document that provides a record of the courses taken, grades earned, and credits completed by the student.

3.11 Transfer credit - academic credits earned by a student at another recognized institution that may be accepted by the receiving institution towards the completion of the student's program of study.

3.12 Prior learning assessment and recognition (PLAR) - knowledge and/or skills learned outside of and/or prior to attending AUIB, usually gained through employment, volunteer work, training courses, or life experiences.

4.0 Policy

4.1 Clear and transparent criteria are established for evaluating the content, rigor, learning outcomes, and quality of transfer courses to determine their suitability for transfer credit.

4.2 In the absence of an existing articulation agreement, transfer credit will be evaluated on a course-by-course basis by the academic department administering the degree program in consultation with the Office of the Registrar and Enrollment Services. The evaluation will be based on institutional or program accreditation, degree-seeking program, course equivalency, grade achieved, and course level.

4.3 Multiple courses may be combined to create equivalence to an AUIB course. However, credits allowed for such a combination must not exceed the credit allocated to the AUIB course.

4.4 Successfully completed post-secondary level courses must have a minimum grade equivalency of 'C' or better (or the established equivalent for credit originating from institutions that use different classifications). Therefore, a 'C-' , a pass/no pass, or a credit/no credit grade or assessment (or equivalent) does not merit transfer.

4.4.1 If the sending institution's passing grade differs from AUIB's, the minimum transferable grade will align with the equivalent of a 'C' on a 4.0 scale as determined by the Office of the Registrar and Enrollment Services.

4.4.2 For percentage-based grading, the minimum transferable grade is 70% or its equivalent unless otherwise specified by international equivalency standards.

- 4.4.3 For systems like the European Credit Transfer and Accumulation System (ECTS), only grades meeting the equivalent of 'C' or better (e.g., ECTS grades A, B, or C) are eligible for transfer.
- 4.4.4 The Office of the Registrar and Enrollment Services, in consultation with academic colleges, will evaluate unfamiliar grading systems or unique cases to determine equivalency.
- 4.5 AP (Advanced Placement) courses may be considered, provided a minimum grade of 5 is achieved. Students may not receive credit for both AP and IB (International Baccalaureate) exams that evaluate the same learning/content.
- 4.5.1 Exceptions may be made if the AP and IB exams demonstrate distinct content or learning outcomes, as determined by the Registrar and relevant academic department.
- 4.6 IB (International Baccalaureate) courses may be considered, provided a minimum grade of 5 in the Higher-Level (HL) exam. Students may not receive credit for both AP and IB exams that evaluate the same learning/content.
- 4.7 Courses completed while on academic suspension are not eligible for transfer credit.
- 4.8 Courses taken through pre-approval through study abroad, visiting student permission, or an articulation agreement will not be calculated in the term or cumulative GPA.
- 4.8.1 By nature of transfer articulation agreements and legal implications the agreement outlining roles and responsibilities for each institution must be accessible by the Office of the Registrar and Enrollment Services via the VPAA Office.
- 4.10 The transfer course must be equivalent in content, scope, and rigor to the corresponding course at AUIB.
- 4.11 The transfer course must be at the same level or higher than the corresponding course offered at AUIB.
- 4.12 Transfer credit does not expire and will be applied toward degree requirements if it was earned within six (6) years of the student's enrollment at AUIB. Credit that was earned more than six (6) years prior to the student's enrollment at AUIB will be evaluated on a case-by-case basis.
- 4.12.1 The authority to determine transfer credit lies with the academic department administering the degree program, in consultation with the Office of the Registrar and Enrollment Services. This process includes both the assessment of course equivalency and the assignment of unspecified or general elective credit as appropriate.
- 4.12.2 For courses already assessed for equivalency, the Registrar may apply for that same credit.

- 4.12.3 Where courses have not been previously assessed for equivalency, the Dean will make a determination, consulting those in their College who are responsible for the appropriate content area.
- 4.12.4 Colleges have the authority to grant AUIB equivalency, assign unspecified transfer credit within a subject area, or assign a general elective credit.
- 4.12.5 Where AUIB equivalency transfer credit is awarded for a course that is a prerequisite for more advanced coursework, the prerequisite will be waived. However, the total number of credits required to earn the degree will not be lowered.
- 4.12.6 The maximum amount of transfer credit that can be awarded is 50% of the required program credits, or fewer if stipulated by the accrediting or licensing agency of the degree program. In cases of dual or joint degree programs, the fewest allowable number of transfer credits will take precedence.
- 4.12.7 Exceptions to this limit may be considered for programs with credit requirements exceeding 120 semester hours, subject to accreditor guidelines.
- 4.12.8 Transfer credit awarded for one (1) degree may not be applicable to a new degree program, if a student transfers to a different program. Students interested in changing degree programs should discuss this with their academic advisor as transfer credits awarded towards one degree may not be transferable to the new degree program.
- 4.12.9 Students who register for an AUIB course that is equivalent to the transfer credit awarded, thus repeating the course, will be held to AUIB course repeat rules.
- 4.12.10 Students who disagree with the evaluation of transfer credit may submit an Appeal. The college administering the degree program in consultation with the Office of the Registrar and Enrollment Services will review the appeal and make a determination.

5.0 Procedures

- 5.1 The dean of the college of the academic department administering the degree program in consultation with the Office of the Registrar and Enrollment Services is responsible for the review, determination of transfer credit, and response to evaluation requests.
 - 5.1.1 The Registrar is responsible for applying the policy through the development of supporting processes within the Student Information System (SIS) and maintaining the transfer guide.
- 5.2 Students in degree-granting programs must submit official transcripts, course syllabi, and the Transfer Credit Request Form to the Office of the Registrar and Enrollment Services. The evaluation process can take up to four (4) weeks.
 - 5.2.1 Transfer credit for courses already approved for equivalency and found within the Transfer Guide will be applied by the Registrar after approval and

confirmation by the dean of the college of the academic department administering the degree program.

5.2.2 Courses that have not been previously evaluated will be submitted by the Registrar to the dean of the college of the academic department administering the degree program for review and determination of approval to accept transfer credit or not.

5.3 The Registrar will provide the duly completed Transfer Credit Request Form, copy of official transcript(s), and course syllabi to the dean of the college of the academic department administering the degree program for review and determination of approval to accept transfer credit or not. Unless there are mitigating circumstances, reviews and determinations of requests for transfer credit should be communicated to the Office of the Registrar and Enrollment Services within 30 calendar days of receipt of the transfer credit review request and materials.

5.4 Transfer credit will be recorded on the student's transcript as transfer credit, and a "TR" grade will be recorded. Transfer credit will not be included in the calculation of the student's grade term or cumulative grade point average.

5.5 The Registrar will update the Student Information System Transfer Guide with the results of the transfer credit assessment.

5.6 Students interested in changing programs should discuss this with their academic advisor, as the transfer credits awarded at the time of admission may not be transferable to the new degree program.

5.7 Students will be notified and updated by the Office of the Registrar and Enrollment Services in a timely manner regarding their transfer credit request.

5.8 An appeal of transfer credit must be submitted using the Appeal Form to the Office of the Registrar and Enrollment Services by the deadline published and will only be considered if grounds for an appeal have been clearly demonstrated.

Related Policies and Documents

Transfer Credit Request Form

Transfer Credit Appeal

Student Learning Assessment Policy

Prior Learning Assessment and Recognition Policy