TRANSFER COURSE FORM

The graduate credit transfer policy defines rules and regulations for allowing graduate students to transfer credits obtained at HBKU or elsewhere. Students should submit this form before the end of the first week of the semester according to the academic calendar

TRANSFER COURSE POLICY

1. A maximum of 9 credit hours may be transferred.
2. Courses graded on a non-standard basis (e.g. pass) cannot be transferred and only courses with a "B" grade or higher are considered for transfer.
3. The credits cannot have been previously applied toward a degree at another institution.
4. The credit must have been earned within five years of the student's first enrollment as an admitted student in the specific HBKU degree program.

STUDENT INFORMATION

Student Full Name _____   Student ID _____

College _____   Program _____

Concentration _____

COURSE TO BE TRANSFERRED (TO BE COMPLETED BY THE STUDENT)

University Name _____   Country _____

University Course Name _____   Course Code _____ Grade _____ Credit Hour _____

Course Taken In _____ Year _____   Semester ____ Fall   Spring   Summer

Student Signature _____   Date (DD/MM/YYYY) _____

EQUIVALENT HBKU COURSE (TO BE COMPLETED BY THE PROGRAM COORDINATOR)

HBKU Course Name _____

University Course Code _____   Credit Hour _____

REGISTRAR OFFICE REVIEW

Attached Checklist:

	Yes	No	
Credits have been previously applied toward a degree at another institution	☐ Yes	☐ No	
Previous transfer courses to HBKU	☐ Yes	☐ No	If Yes: How many CH/ Courses _____

☐ Official Transcript   ☐ Course Syllabus   ☐ Course with Grade B or higher

COLLEGE APPROVAL

Department	Name	Approved/Denied	Signature	Date
Program Coordinator				
Dean				

**Upon completion of this form, please return to the HBKU Registrar's Office – Minaretein, Education City.
For more information, please send an email to records@hbku.edu.qa, or call +974 445 40378.**

FOR REGISTRAR'S OFFICE ONLY

Reviewed by _____   Signature _____   Date (DD/MM/YYYY) _____

Updated by _____   Signature _____   Date (DD/MM/YYYY) _____

[Click here to see the Academic Policies](#)