



HAMAD BIN KHALIFA UNIVERSITY

**AC-G-06.V01: GRADUATE CREDIT TRANSFER
POLICY**

AC-G-06.V02: GRADUATE CREDIT TRANSFER POLICY

Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

This policy establishes the guidelines for transferring graduate credits.

2. POLICY DESCRIPTION

The graduate credit transfer policy presents the rules to be followed for accepting credit obtained at HBKU or elsewhere that may be counted toward fulfilling a graduate degree program requirement.

2.1 DEFINITIONS

- **Recognized Institution:** An institution of higher education that is accredited by a government authority at the country where the institution resides, and is recognized by the Ministry of Education and Higher Education at the State of Qatar.
- **Accelerated Programs (dual-degree):** Qualified students may be admitted to complete two degrees: BS/MS or MS/PhD.

2.2 POLICY STATEMENTS

1. Graduate credits earned at a recognized educational institution prior to admission to a graduate program at HBKU may be eligible to be transferred into a degree program and applied to the student's degree plan, under the following conditions:
 - A maximum of nine credit hours may be transferred;
 - Courses graded on a non-standard basis (for example pass or satisfactory) cannot be transferred;
 - Courses completed on a non-degree or non-credit basis are not transferable. The course must be counted toward a degree at the institution where it was taken;
 - The credits cannot have been previously counted in fulfilling a degree requirement;
 - The student submits an application (along with official transcripts and an official translation for transcripts not in English) and course syllabi. The College Dean or designee will evaluate the eligibility of courses to be counted toward the specific degree program. The Dean will communicate to the Registrar the courses which have been accepted for credit transfer;
 - Only courses with a grade of "B" or higher on an official transcript will be considered for transfer;
 - Conditionally admitted students are not eligible to transfer credit until they have fulfilled the conditions of their admission and have had the conditional qualifier removed from their records;
 - The credit subject to transfer must have been earned within five years of the student's first enrollment as an admitted student in the specific HBKU degree program;
 - Except for approved accelerated programs (BS/MS), no graduate course used for an undergraduate degree may count again towards graduate credit;
 - Transferred courses will be given a grade of "TC" and will not affect GPA calculations at HBKU.
2. Graduate courses taken at other recognized institutions while enrolling in a graduate program at HBKU may be considered for transfer to HBKU under the following conditions:
 - The courses should be pre-approved by the College Dean. Confirmations must be submitted to HBKU's Registrar Office prior to registering at the other institution;

- Courses graded on a non-standard basis (for example pass or satisfactory) cannot be transferred;
 - Only courses with a grade of “B” or higher on an official transcript issued by a recognized institution will be considered for transfer;
 - A maximum of six credit hours may be transferred. Dual and Joint degree programs transfer limit is as per the dual and joint degree policy;
 - Courses completed on a non-degree or non-credit basis are not transferable. The course must be counted toward a degree at the institution where the course was taken;
 - Permitting a student to complete a course elsewhere does not exempt such student from satisfying the HBKU degree requirements. Transfer courses can count as either a core or elective course as stated in the student degree plan;
 - Except for approved accelerated programs (BS/MS), no graduate course used for an undergraduate degree may be count again towards graduate credit;
 - Courses will be given a grade of “TC” and will not affect GPA calculations at HBKU.
3. Graduate courses taken at HBKU may be considered for transfer to another graduate program at HBKU under the following conditions:
- Students must have approval to transfer or be admitted to a different graduate program;
 - Only courses that have been approved by the new program will be considered for transfer;
 - The maximum number of credits accepted for transfer is subject to program approval. The program may not accept the transfer of any credit hours;
 - Courses taken on a non-degree or non-credit basis at HBKU may be transferred if they meet the program’s requirements;
 - Credit hours earned earlier than five years from the date of last attendance at HBKU will not be transferred;
 - Grades and credit hours earned in HBKU courses that have been accepted for transfer will count toward the GPA calculation and satisfying degree requirements;
 - Except for approved accelerated programs (BS/MS), graduate courses that count towards an undergraduate degree may not count again towards graduate credit.
4. Graduate transfer credits from Education City branch campuses may count towards satisfying graduate degree requirements at HBKU under the following conditions:
- The courses should be pre-approved by the College Dean. Confirmations must be submitted to HBKU’s Registrar Office prior to registering at the branch campus;
 - Courses graded on a non-standard basis (for example pass or satisfactory) are not accepted for transfer;
 - Only courses with a grade of “B” or higher on an official transcript will be considered for transfer;
 - Except when an articulation agreement exists, a maximum of nine credit hours at the graduate level may be transferred;
 - Courses graded on a non-standard basis (for example pass or satisfactory) are not accepted for transfer;
 - Credit hours that have been accepted from the branch campuses will be included when calculating the HBKU GPA and total credit hours;
 - Permitting a student to complete a course elsewhere does not exempt them from satisfying the HBKU degree requirements. Transfer courses can count as either a core or elective course as stated in the student degree plan;
 - Except for approved accelerated programs (Bachelor’s/Master’), graduate courses that count toward an undergraduate degree may not count again towards graduate credit.
5. Graduate credit transferred for the fulfillment of two graduate degrees at HBKU are permitted under the following conditions:
- A student who has completed a master’s degree at HBKU and earned admission to a PhD program at HBKU can be exempt from up to twelve graduate credit hours in fulfillment of a PhD program, pending the approval of the College Dean;

- A student who has completed a master’s degree at HBKU and earned admission to another master’s degree at HBKU is allowed to transfer a maximum of twelve graduate credit hours towards the other master’s program, pending the approval of the College Dean;
- Courses graded on a non-standard basis (for example pass or satisfactory) are not accepted for transfer;
- The maximum length of absence allowed between the completion of a master’s degree and admission to a PhD program should not exceed one academic year for students to take advantage of the twelve credit-hour exemption conditions.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE
