



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-U-06.V02: UNDERGRADUATE CREDIT  
TRANSFER POLICY**

## AC-U-06.V01: UNDERGRADUATE CREDIT TRANSFER

**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:**

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### 1. PURPOSE

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The purpose of this policy is to establish standards for transferring credits for undergraduate programs.

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### 2. POLICY DESCRIPTION

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The undergraduate credit transfer policy defines rules and regulations for allowing undergraduate students to transfer credits obtained at HBKU or elsewhere.

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#### 2.1 DEFINITIONS

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- **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 of the State of Qatar.
- **Accelerated Programs (dual-degree):** Qualified students may be admitted to complete two degrees simultaneously (BS/MS).

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#### 2.2 POLICY STATEMENTS

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1. Undergraduate or graduate credits earned at a recognized educational institution prior to admission to an undergraduate program at HBKU, at its sole discretion, may be eligible to be transferred into a degree program and applied to the student's degree plan, under the following conditions:
  - No more than 50% of the total hours required for the completion of a program are allowed as transfer credits.
  - Courses graded on a non-standard basis (for example pass/no pass, satisfactory/unsatisfactory) cannot be transferred. Course(s) that have been completed with a grade of "A", "B", "C", "P" or equivalent will be considered;
  - Courses taken from of HBKU on a non-degree or non-credit basis are not accepted for transfer. Transferable courses must be applicable towards a degree at the institution offering the course.
  - Credits cannot have been previously applied towards a degree at another institution. Transfer credits will not be granted for duplicate courses.
  - The student submits an application (along with official transcripts as well as an official translation for transcripts not in English) and course syllabi. The College's Dean or designee will determine whether the credit is eligible for transfer and applicable to the specific degree program. Courses accepted for transfer credit will be communicated to the Registrar.
  - Transfer credits will not be granted for courses required during senior year.
  - Only courses with a grade of "C" or higher on an official transcript will be considered for transfer.
  - The following course work cannot be transferred and will not count towards a degree at HBKU:
    - i. Remedial courses that are taken to correct academic deficiencies, such as remedial English or mathematics;
    - ii. Vocational and technical courses. Exceptions may be granted only by the HBKU Dean, overseeing the student's curriculum. In order to qualify for the exception, courses must have been taken at institutions accredited in Qatar or by an appropriately recognized accrediting body;
    - iii. Cooperative education credit or credits earned for work experience;
    - iv. Physical education activity credits;

- v. Other credits that don't fit in an HBKU program.
    - Conditionally admitted students cannot transfer credit until they have fulfilled the conditions of their admission and had the conditional qualifier removed from their records;
    - Prior to their enrollment, HBKU will inform transfer students of transferrable credits and coursework requiring completion for graduation;
    - Transfer evaluations are assumed to be correct if a student does not direct questions to the Registrar's Office within 12 calendar months of the completion of the evaluation. At that time, the evaluation becomes permanent;
    - The credit must have been earned within five years of initial enrollment as an admitted student in the specific HBKU degree program;
    - With the exception of approved accelerated programs (BS/MS), graduate course credits that have been applied towards a graduate degree may not be applied towards a second undergraduate degree;
    - The courses will be given a grade of "TC" and will not count towards GPA calculations at HBKU.
2. Undergraduate or graduate courses taken at other recognized institutions while enrolling in an undergraduate program at HBKU may be considered for transfer to HBKU under the following conditions:
    - The courses should be pre-approved by the College's Dean and the Provost. The confirmation must be submitted to HBKU's Office of the Registrar before registering at the other institution;
    - Courses graded on a non-standard basis (for example pass/no pass, satisfactory/unsatisfactory) cannot be transferred;
    - Only courses with a grade of "C" or higher on an official transcript issued by a recognized institution will be considered for transfer;
    - A maximum of nine credit hours may be transferred;
    - Courses taken on a non-degree or non-credit basis cannot be transferred. The course must be applicable toward a degree at the institution offering the course;
    - Student must satisfy all degree requirements. Transfer courses can count as either core or elective courses, as stated in the student degree plan;
    - Except for approved accelerated programs (BS/MS), graduate course credits that have been applied towards a graduate degree may not be applied towards a second undergraduate degree;
    - Courses will be given a grade of "TC" and will not affect GPA calculations at HBKU.
  3. Undergraduate courses taken at HBKU may be considered for transfer to another undergraduate program at HBKU under the following conditions:
    - Students must have approval for transfer, or be admitted to a different graduate program.
    - Only courses 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 any transferred credits;
    - Courses taken on a non-degree basis or non-credit basis at HBKU may be transferred if they meet program requirements. No more than 50% of the program's required courses can be taken on a non-degree basis;
    - Credit hours earned earlier than five years from the date of last attendance at HBKU cannot be transferred;
    - Grades and credit hours earned in HBKU courses and accepted for transfer will count towards GPA calculations and will satisfy degree requirements;
    - With the exception of approved accelerated programs (BS/MS), graduate course credits that have been applied towards a graduate degree may not be applied towards a second undergraduate degree;
    - Undergraduate credit transfers from HBKU's partner universities in Education City may count towards satisfying undergraduate degree requirements at HBKU under the following conditions:
      - Approval must be secured in writing from the College's Dean and the Provost, and submitted to HBKU's Office of the Registrar before registration at the partner university;
      - Courses graded on a non-standard basis (for example pass/no pass, satisfactory/unsatisfactory) cannot be transferred.
    - Only courses with a grade of "C" or higher on an official transcript can be considered for transfer;

- A maximum of 50% of program’s required credit hours may be transferred;
- Credits accepted from HBKU’s partner universities will count towards the calculation of HBKU’s GPA and credit hours;
- Student must satisfy all degree requirements. Transfer courses can count as either core or elective courses, as stated in the student degree plan;
- With the exception of approved accelerated programs (BS/MS), graduate course credits that have been applied towards a graduate degree may not be applied towards a second undergraduate degree.

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**3. RESPONSIBILITY/SOURCE/AUTHORITY**

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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.

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**3. 1 COMMUNITY SHOULD KNOW THIS POLICY**

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

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**4. Updates**

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SUMMARY OF CHANGES		
Date	Section	Change

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**5. ACCOMPANYING PROCEDURE**

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