

American University of Beirut
Registrar's Office

Instructions for filling the Course Equivalence/ Credit Transfer Form

This form is used to allow students to get course equivalence or credit transfer for courses of suitable academic standard and in recognized academic disciplines which have been satisfactorily completed at other institutions. Credits alone may be transferred; grades are not transferable. This form should be submitted by the student *after* taking the course and should be accompanied by the course syllabus and an official transcript from the university where the course was taken. Course equivalence or credit transfer will appear on the student's transcript after all the required approvals and signatures have been secured.

- **Sections 1 & 2** should both be completed by the student whether he/she is requesting course equivalence or credit transfer.
- In case of a request of course equivalence, **Section 3** should be completed and signed by the chairperson of the academic unit/track/department offering the course that is deemed equivalent to the course taken outside AUB. Section 4 should be left blank.
- In case of a request of credit transfer, **Section 4** should be completed and signed by the chairperson of the academic unit/track/department offering courses in a similar discipline. Section 3 should be left blank. The student may ask assistance from his/her advisor to identify the concerned department. The Chairperson should clearly indicate in this section the category and the number of credits that can be transferred. Transferred credits in the listed five categories may NOT replace specific courses that should be taken at AUB as major graduation requirements.
- **Section 5** should be completed and signed by the Chair of the appropriate committee of the Faculty in which the student is enrolled.
- After securing the approvals for Sections 3 *or* 4, *and* Section 5, the form should be submitted to the Registrar's Office who is in charge of completing **Section 6** and implementation of the course equivalency or credit transfer.

Important Note: This form should NOT be used for pre-approval of courses under the Study Abroad program. Check the following link for additional information regarding the Study Abroad program:

http://www.aub.edu.lb/registrar/Pages/studyabroad-policies_procedures.aspx

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Course Equivalence/ Credit Transfer Form

1. NAME:			ID #:
P.O.Box:	Class:	Major:	E-mail: @aub.edu.lb
2. Proposed Course (s)			This section should be completed by the student requesting course equivalence or credit transfer. The course syllabus and an official transcript from the university where the course was taken should be attached.
Subject & Code			
University			
Term			
Credits		Grade	

Section 3 should be completed if student is applying for a course equivalence				
3. The proposed course (s) is (are) equivalent to the following AUB course				
Subject & Number				This section should be completed by the chairperson of the academic unit/track/department offering the course.
Department		Chairperson		
Date		Signature		

Section 4 should be completed if student is applying for a credit transfer				
4. The proposed course is equivalent to the following number of AUB credits in the category below				
Credit Transfer	Category		Number of Credits	This section should be completed by the department offering courses in a similar discipline. The student may ask assistance from his/her advisor to identify the concerned department requirements
	Humanities			
	Social Sciences			
	Natural Sciences			
	Quantitative Thought			
Elective in the major				
Department		Chairperson		Important note: Transferred credits in those five categories may NOT replace specific courses that should be taken at AUB as major graduation requirements.
Date		Signature		
Remarks:				

5. Approval of the Appropriate Faculty Committee				
Approved		Rejected		This section should be completed by the Chair of the appropriate committee of the faculty in which the student is enrolled
Date		Signature		

6. Registrar's Office				
Code of course		Date		This section should be completed by the Registrar's Office
Credits transferred		Signature		