Transfer of Credit Policy

Policy on Credit Transfer (As it will appear in the UG Catalogue)

1- For students returning from Study Abroad

Students who go abroad for study are required to get pre-approval for the courses that they plan to register at the host institution. Please refer to the policy and guidelines posted on the Registrar’s Office home page (http://www.aub.edu.lb/registrar/Documents/studyabroad-undergraduate-policies-procedures.pdf). Upon completion of the Study Abroad Program, students should make sure that the earned credits are transferred toward their degree requirements as follows:

- Students should submit the syllabi (including course learning outcomes if available) of all pre-approved courses that they completed abroad, along with the ‘Study Abroad’ transcript from the host university, to the relevant faculty Undergraduate Curriculum Committee for final approval of credits earned.
- Approval of credit transfer is contingent upon achieving a minimum passing grade equivalent to AUB’s grade of 70 in each course as determined by the relevant faculty Undergraduate Curriculum Committee.
- The Registrar’s Office can act directly if a similar course equivalence has already been approved by a curriculum committee. As each course is approved for equivalence, the Registrar’s Office dates the decision and ensures that all courses are re-evaluated after five years. Re-evaluation to determine whether a transfer course continues to meet AUB requirements in terms of content and credit hours includes the assessment of course learning outcomes.
- Credits received through Study Abroad Programs will show as pass only on the AUB transcript.

2- For students admitted as transfer students from other institutions

Upon completion of registration for their first semester at AUB, students should make sure that credits earned at other institutions that count toward program requirements at AUB are transferred as follows:

- Students should submit the following to the Undergraduate Curriculum Committee of the relevant faculty for final approval of credits earned: the syllabi (including course learning outcomes if available) of all courses that they have completed at the other institution; the official transcript of the courses issued by the institution; and a course equivalence form signed by the chair of the department offering the equivalent course. Students are encouraged to seek approval of credit transfer within one month of the start of their first semester or as soon thereafter as possible.
- Approval of credit transfer is contingent upon achieving a minimum passing grade equivalent to AUB’s grade of 70 in each course as determined by the Undergraduate Curriculum Committee of the relevant Faculty.
• The Registrar’s Office can receive direct requests from students and can act directly if similar course equivalence has already been approved by a curriculum committee. As each course is approved for equivalence, the Registrar’s Office dates the decision and ensures that all courses are re-evaluated after five years. Re-evaluation to determine whether a transfer course continues to meet AUB requirements in terms of content and credit hours includes the assessment of course learning outcomes.

• Credits transferred from other institutions will show as pass only on the AUB transcript.

The database listing courses that have been accepted by the University is available online at the Registrar’s Office website: [http://www.aub.edu.lb/registrar/Documents/pdfdoc/aubcourse-equivalence-otheruniversities.pdf](http://www.aub.edu.lb/registrar/Documents/pdfdoc/aubcourse-equivalence-otheruniversities.pdf). The database shows equivalence in content, and not grade, and the list is updated periodically. Grade equivalencies for US and European universities are also posted on the website ([http://www.aub.edu.lb/registrar/Pages/transfer-equivalence.aspx](http://www.aub.edu.lb/registrar/Pages/transfer-equivalence.aspx)).

The Registrar’s Office keeps a log of accepted grade equivalencies for courses offered by local, regional, and international universities to ensure consistent implementation across all majors of the grade equivalence policy for credit transfer.