

Transfer of Credits

Transfer of Credits into a Master's Degree Program:

The department or program of the intended major may recommend waiving up to 9 credits of coursework for students who have completed a Bachelor of Engineering (BE) degree and are applying for admissions to a Master of Engineering (ME) program, which is subject to approval by the advisor, chairperson and the MSFEA Graduate Studies Committee. To apply, the student must have completed advanced engineering courses (normally at the 600-level and above) that meet the program requirements with a grade of at least B+ or 80. In addition, the total number of transferable credits from BE to ME should not exceed 12. This means that if a student has taken a credit overload during his/her undergraduate BE studies, s/he can waive a maximum of 12 credits.

Waiving of credits is subject to approval by the program coordinator, the chairperson, and the MSFEA Graduate Studies Committee. To apply, the student must have completed the advanced course(s) with a grade of at least B+ or 80 or equivalent. An advanced course is a course taken during the senior (third) or later year(s) of undergraduate study and deemed equivalent, by program coordinator, chairperson, and MSFEA Graduate Studies Committee, to a course listed under Mandatory Courses or Elective Courses in the MUD/MUPP section of the Graduate Catalogue.

Transfer of Credits from One Master's Degree to Another:

Graduate courses taken at AUB (or at other recognized institutions), in which the applicant earned an equivalent grade of 80 (B+) or above, may be transferred to another master's degree at AUB. No more than 9 credits are transferable provided they are not credits earned by an internship, thesis or practicum, and degree minimum residency requirement is maintained. For master's degrees with more than 33 credits, the maximum number of transferable credits can be up to 12 credits. Approval by the department or the academic unit concerned and the faculty/school Graduate Studies Committee is required for all transfers. Normally, credits counted toward another graduate degree at AUB or another institution cannot be transferred if they have already been used to satisfy requirements for another awarded graduate degree

Calculation of the GPA:

Credits earned at other institutions or at AUB beyond the requirements of the bachelor's degree and transferred into the master's program are not included in the calculation of a student's grade average while pursuing a master's degree. Such courses are reported as pass (P). Transfers of credit earned at the master's level or while registered as a graduate not working for a degree from AUB are not subject to the above limitations but require the recommendation of the department chair and approval of the faculty/school Graduate Studies Committee.

Transfer of Credits from a Graduate Diploma Program:

Transfer of course credits from graduate academic and professional diploma programs at AUB to a graduate degree program is allowed following the academic rules and regulations specified by the university and the faculty/school offering the graduate degree program. However, the number of course credits that can be transferred is up to 12 credits for graduate academic diplomas and up to 6 credits for graduate professional diplomas. In addition, only graduate-level courses in which the applicant earned an equivalent grade of 80 (B+) or above can be transferred. The approval of the faculty/ school Graduate Studies Committee is required for all transfers.

Change of Major Withing Faculty and Interfaculty Transfer:

A student enrolled in a master's degree program at AUB may apply to transfer to another program according to the following procedure:

- Change of major within the same faculty: The student may apply, following the set deadlines for graduate admissions process, for change of major within the same faculty by petitioning the department to which s/he is planning to join and securing its approval and the approval of the faculty Graduate Studies Committee.
- Transfer to other faculties/schools from within AUB: The student should complete a new application to the desired program following the graduate admissions process and deadlines to be considered for admission into the new major.
- Transfer within an interfaculty program: The student should apply to the relevant interfaculty program committee seeking its approval and the approval of the Graduate Studies Committee of the receiving faculty.