



1. POLICY NAME: **TRANSFER CREDIT/RESIDENCY REQUIREMENTS**

2. POLICY CATEGORY: **GENERAL ACADEMIC POLICIES AND PROCEDURES**

3. POLICY STATEMENT:

Undergraduate Students

All students must complete a minimum of 50 percent of their degree program credit requirements in residency at AUD in order to qualify for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study. ***Furthermore, all students must complete their last two semesters (i.e., obtain a minimum of 30 credit hours) at AUD to be awarded an AUD degree.***

Students enrolled at AUD are required to have on file within their first term of residence official transcripts for any institutions of higher learning previously attended. The Admissions Office will ultimately verify/certify the institution's eligibility for transfer of credit.

In order for AUD to accept transfer credit from an institution outside the U.A.E., such institution must be licensed or officially recognized by the Education Department or Ministry of Higher Education of the country where it is in operation.

Several transcript evaluation services are available to students. Services which are either recognized by AACRAO (Association of Collegiate Registrars and Admissions Officers) or a member of NACES (National Association of Credential Evaluation Services, Inc.) are acceptable services. Students are responsible for all applicable fees.

Specific requirements for the evaluation and award of transfer credit at AUD include:

- Application for transfer credit, accompanied by all required documentation (course syllabi), must be submitted during the student's first semester of residence. ***All transfer credit files (including official transcripts) must be completed during that time. In no case will transfer credit be granted following the one year (calendar) anniversary of the beginning of the student's residence at AUD.***
- Students may transfer in a maximum of 50% of the required program credits.
- In those cases in which students present courses for transfer constituting greater than 50% of a program's credit hour requirement, courses will be eliminated (to get to 50%) per the following order of priority:
 - Major
 - Core
 - Professional Elective
 - Foundation
 - Arts and Sciences

- Official college or military transcripts are evaluated on a course-by-course basis.
- Only courses at the 100 level or above will be eligible for transfer credit.
- In order to be granted transfer credit for 300/400 AUD-equivalent courses, a minimum grade of B or better is required. This does not apply to AUD students enrolled in an exchange program unless the course serves as a prerequisite for which AUD requires a grade of B or higher.
- In order for AUD-equivalent courses to be eligible for transfer credit at the 100/200 level, a grade of C or better is required.
- A maximum total of two (2) courses may be transferred into the university at any time, and applied toward completion of the Middle Eastern Studies Certificate.
- 3-semester and 4-quarter credit courses may be considered equivalent to AUD's 3 credit courses. A course-to-course analysis of outcomes may result in credit transfer from accredited institutions of higher learning.
- Under no circumstances will the total number of credit hours transferred exceed six (i.e., two courses) of the student's chosen major.
- Under no circumstances will the university grant transfer credit for courses designated as capstone, senior project, portfolio, internship or study tour. Examples include: MGMT 499, AIMC 431, VICD 455/456, IDES 331.
- Following a student's initial enrollment at AUD, he or she may transfer a maximum of 15 credit semester hours or equivalent, subject to approval by their Dean, Associate Dean or Chair to spend ***a term (i.e., semester or summer session[s]) abroad***, either at a university with which AUD has an exchange agreement or another university chosen by the student (subject to AUD approval).
- Be in his or her sophomore year or beyond.

In no case may the total number of transfer credits following admission to AUD exceed 15; and these must fall within the 50% of credits earned in residence required to be granted an AUD degree. See pp. 39-40 of this *Catalog* for those institutions with which AUD has exchange agreements. After initial enrollment at AUD, students will, subject to prior approval, receive transfer credits only for pre-approved courses from the following sources:

- AUD-approved exchange programs;
 - AUD-approved study abroad programs;
- or,
- Other AUD-approved institutions.

AUD students who wish to earn credit at another university must obtain prior approval for the courses they intend to take. Application for course authorization is available online <http://registrar.aud.edu/>. ***Failure to do so prior to the commencement of study may result in AUD's denial of transfer credit.***

Graduate Students

Requests for the transfer of graduate credits completed at other accredited institutions of higher learning towards completion of a graduate program at AUD will be evaluated by the appropriate Admissions Committee on a case-by-case basis. The number of graduate courses transferred or accepted for credit towards a graduate degree at AUD may not exceed two (2) courses or six (6) credit hours. A grade of "B" and above is required.

As a rule, such transfer or acceptance will be highly restricted and may only be granted in cases where there is ample evidence that the graduate coursework in question is at least equal in scope and quality to comparable graduate coursework at AUD. In assessing such evidence, the appropriate Admissions Committee will make use of a wide variety of instruments and information sources, such as recognized

guides to post-secondary institutions and programs, the other institutions' catalogs and/or web sites, course syllabi, and letters from instructors at other institutions describing in detail the applicant's work in these courses. ***In all cases, students must earn the majority of their final year credits towards the graduate program at AUD.***