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Graduate Credit Transfer Policy

Policy Title	Graduate Credit Transfer Policy
Responsible AIU Office (Higher Management/Directorate)	Faculty of Postgraduate Studies
Policy Owner (Executive Department/Office)	Senior Director of Office of Postgraduate Students Affairs
Pertinent Dates	Created in March 2022, Approved in, Applied effective in

I. SCOPE OF POLICY

Graduate credit transfer for Graduate students at AIU, whether they want to transfer credits they had studied at AIU to other university or they want to transfer credit they studied in other universities to AIU. All students should be informed with this policy. The purpose of this policy is to clarify the credit transfer to interested applicants and enrolled students.

II. DEFINITIONS

Course: A course is the specific content which is taught throughout a semester and is allocated a certain number of credit hours according to the educational program. A special code is assigned for each course.

Credit hours

Coursework is counted in credit hours. In general, a credit hour represents a one-hour class period and at least two hours of individual study each week for one semester. It also represents 2-3 hours of lab work or 4 hours of field training.

Credit hours achieved: It is the credit hours of successfully completed by a student and which are calculated as part of his/her educational achievement.

Points: The points achieved by a student in any subject are calculated by multiplying the student's score in the course with the number of the credit hours of the course.

Transcript: It is a record showing a student's academic path at AIU and the courses he/she has studied in each semester, along with their codes, credit hours and grades. It also includes other transferred courses finished by the student in another university and the semester GPA.

III. POLICY STATEMENT

This policy document sets out the fundamental standards for credit transfer in postgraduate studies at AIU. It sets the maximum approved credit transfer form other university to be included in postgrad degree requirements for a program. This document will be revised and supplemented, as required, to meet new needs and conditions of newly opened programs. Revised pages will be sent to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information, and suggestions received from the postgrad students as well as the staff members and other administrative users.

IV. RESPONSIBILITIES

This policy must be implemented by Office of Graduates Students Affairs in Faculty of Postgraduate Studies to be applied on all the students in postgrad programs.

V. POLICY STANDARDS AND PROCEDURES

The following policy represents a standard for transferring credit at AIU graduate programs. Individual programs may adopt more restrictive requirements.

With program adviser approval and the revision and recommendation of the office of graduate students' affairs, selected graduate coursework credits earned at another accredited institution may be transferred toward an AIU graduate degree. The student must fill **credit transfer request form**. It is the responsibility of the student requesting transfer of credit to submit to office of graduate students' affairs an official transcript with course final grade, a copy of the catalog with course description from the former institution, and a course syllabus.

Students eligible to transfer credit must:

- be enrolled in good standing in their graduate degree program (masters or PhD)
- have satisfied all conditions for full or conditional admission

Criteria for transferring credit for master's or PhD programs:

- No credit transfer is allowed for diplomas at
- The validity of the transferred course work credits transferred from another university are the same as AIU courses. It ends within five years starting from the date of the completion of these courses.
- Students may transfer credits for graduate-level courses taken while pursuing an undergraduate degree only if these were not used to fulfill requirements for a degree or certification from another institution and only if there is confirmation that these courses required graduate-level work.
- For master's level programs, graduate credit may be transferred from other accredited degree-granting universities with graduate degree programs for up to a maximum of 40% of the credit hours of the AIU master's degree hours excluding the credit hours of the thesis.

Credits may not be transferred:

- If they are used or will be used, in whole or in part, to fulfill requirements for a bachelor's degree
- For taken more than five years before admission to the student's current program because the validity date of these courses ended
- For courses for which a letter grade of less than "B" has been awarded
- For Courses graded pass/fail or satisfactory/unsatisfactory

Approved graduate transfer credit will appear on the student's official transcript. Grades earned in coursework transferred from another program at AIU will be calculated into the students graduate program GPA. Grades in coursework transferred from other universities will not be calculated into the student's graduate program GPA. And will be assigned as transferred "TR".

VI. FORMS/INSTRUCTIONS (if applicable)

1. Graduate Credit Transfer Request Form

VII. APPENDICES (if applicable)

[This section includes any additional relevant information or documents in attached appendices.]

VIII. CONTACT INFORMATION

University Vice President
Dean of Faculty of Post Graduate Studies
Senior Director of Office Postgraduate Students Affairs

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.