



Alfaisal University

Credits Transfer Policy

The number of transfer credits a student receives depends primarily on the educational quality of the work and the comparability of the courses taken in content, scope, and level to those offered by the University.

The transfer credits of a student from outside the University may be accepted under the following policy:

Policy

- Student must submit official transcript to the student affairs deanship.
- The department head, and/or college dean determine if and how credit transfer may be used to satisfy baccalaureate requirements.
- All courses that are approved and evaluated by the concerned college will be added to transfer database.
- New students should fill the transfer credit form and submit it with the admission form.
- A maximum of 40% of any program total credits (the total number of Credit Hours must not exceed 48 credit hours) may be applied toward the baccalaureate to be transferred.
- Credits Transfers must be approved initially by the prospective college in Alfaisal University, to which the student is joining. The process of credit transfer will begin after the acceptance to the college.
- Undergraduate course work completed at regionally accredited degree-granting institutions that is comparable in character, content, and quality to courses offered by the University and in which a minimum grade of “C” has been earned (College of Medicine is exception as it accepts minimum B), will be considered for transfer credit.
- The student’s quality point average at the University is calculated solely on the basis of work taken at Alfaisal University.
- Transfer credits are posted on the transcript and assigned the grade “CR”
- The number of transfer credits a student receives depends primarily on the educational quality of the work and the comparability of the courses taken in content, scope, and level to those offered by the University.
- Transfer course work is evaluated on an individual basis and assigned an equivalent University course number whenever possible. If no equivalent course can be designated, and the work is deemed to be comparable to University-level work, then general elective credits in the discipline may be awarded.

- If a student fails to indicate on the admission application that s/he has completed course work at another college or university and later requests to have that work evaluated for transfer, credit for such work will be denied. Students can also be subject to dismissal for failure to disclose postsecondary institution enrollment.
- The Registrar Office requests that departments review and/or re-evaluate courses offered by public and private institutions so that Transfer Courses Data base may be kept up-to-date with new offerings, content change, etc. Colleges might also request additional review of Transfer Courses Database in accordance with College regulations and standards. In this regard, the Registrar Office makes students aware of regulations through the university website.

Non-Transferable Credit

- Credit earned in colleges and universities that are not regionally accredited.
- Courses on a transcript where no credit or grade is given.
- Career, vocational, or technical courses.
- Distance learning courses.
- Pre-collegiate/remedial courses; e.g., reading improvement, English/Math skills courses, developmental courses, or courses classified by as below freshman level or not applicable to the degree, etc.
- Personal development/self-improvement courses; e.g., career counseling, interpersonal relationships, college success courses, etc.
- Courses not offered at the undergraduate level by the University.
- Credit given by another college for life/work experience.
- Co-op, internship, and practicum credit.
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Transfer Credit Evaluation

Official transfer credit evaluations are prepared only for students who:

- Have been admitted to a degree program and have paid the advance deposit fee.
- Are continuing students taking school work away while still enrolled at the University Continuing students are request to receive prior approval for school work to be taken elsewhere.

Procedure

- Transfer credit is administered by the Registrar.
- The Registrar Office works on a close and continual basis with one faculty member in each department, designated by the department head or dean of the College, who acts as liaison with the Registrar Office.

AU current student

- Student must fill the transfer form and submit it with the syllabus to the college, he/she must be sure the course planned to take at the other university is on Alfaisal syllabus and approved by the college. Student must take a course approval letter from registrar office containing the courses that he/she will take.