

American University of Beirut Registrar's Office

Instructions for filling the Course Equivalence/ Credit Transfer Form

This form is used to allow students to get course equivalence or credit transfer for courses of suitable academic standard and in recognized academic disciplines who have been satisfactorily completed at other institutions. Credits alone may be transferred; grades are not transferable. This form should be submitted by the student *after* taking the course and should be accompanied by the course syllabus and an official transcript from the university where the course was taken. Course equivalence or credit transfer will appear on the student's transcript after all the required approvals and signatures have been secured.

- **Sections 1 & 2** should both be completed by the student whether he/she is requesting course equivalence or credit transfer.
- In case of a *request of course equivalence*, **Section 3** should be completed and signed by the chairperson of the academic unit/track/department offering the course that is deemed equivalent to the course taken outside AUB. Section 4 should be left blank.
- In case of a *request of credit transfer*, **Section 4** should be completed and signed by the chairperson of the academic unit/track/department offering courses in a similar discipline. Section 3 should be left blank. The student may ask assistance from his/her advisor to identify the concerned department. The Chairperson should clearly indicate in this section the category, the level (Freshman or Sophomore or above), and the number of credits that can be transferred. Transferred credits in the listed five categories may NOT replace specific courses that should be taken at AUB as major graduation requirements.
- **Section 5** should be completed and signed by the Chair of the appropriate committee of the Faculty in which the student is enrolled.
- After securing the approvals for Sections 3 *or* 4, *and* Section 5, the form should be submitted to the Registrar's Office who is in charge of completing **Section 6** and implementation of the course equivalency or credit transfer.

Important Note: This form should NOT be used for pre-approval of courses under the Study Abroad program. Check the following link for additional information regarding the Study Abroad program:

http://www.aub.edu.lb/registrar/Pages/studyabroad-policies_procedures.aspx

American University of Beirut
Registrar's Office
Course Equivalence/ Credit Transfer Form

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|--------------------------------|--------|--------|-------|---|--|
| 1. NAME: | | | | ID #: | |
| P.O.Box: | Class: | Major: | Level | E-mail: @aub.edu.lb | |
| 2. Proposed Course (s) | | | | This section should be completed by the student requesting course equivalence or credit transfer. The course syllabus and an official transcript from the university where the course was taken should be attached. | |
| Subject & Code | | | | | |
| University | | | | | |
| Term | | | | | |
| Credits | | Grade | | | |
| Advisor/Chairperson's comment: | | | | | |

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|---|--|-------------|--|--|--|--|
| Section 3 should be completed if student is applying for a course equivalence | | | | | | |
| 3. The proposed course (s) is (are) equivalent to the following AUB course | | | | | | |
| Subject & Number | | | | | | This section should be completed by the chairperson of the academic unit/track/department offering the course. |
| Department | | Chairperson | | | | |
| Date | | Signature | | | | |

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|---|---------------------------|---------------------------|-----------|----------------------------|------------|---------------------------|----------|-------------------|---|
| Section 4 should be completed if student is applying for a credit transfer in any of the following categories | | | | | | | | | |
| 4. The proposed course is equivalent to the following number of AUB credits in the category below | | | | | | | | | |
| Credit Transfer | Category | Proposed course code (FR) | | Proposed course code (SO+) | | Proposed course code (GR) | | Number of Credits | This section should be completed by the department offering courses in a similar discipline. The student may ask assistance from his/her advisor to identify the concerned department. The Chairperson should indicate by circling the appropriate box if the credits are Freshman, Sophomore or above Sophomore (+). *Needs the electronic approval of the general education committee (email to be attached) then the faculty committee. The process will take 2 weeks and all necessary follow-up will be done by the faculty student section. |
| | Free Elective (F) | FR | ELEC 111F | SO + | ELEC 211F | GR | ELEC 311 | | |
| | Elective in the major (M) | FR | NA | SO + | ELEC 211M | GR | ELEC 311 | | |
| | Humanities (H) | FR | ELEC 111H | SO + | *ELEC 211H | | | | |
| | Natural Sciences (N) | FR | ELEC 111N | SO + | *ELEC 211N | | | | |
| | Quantitative Thought (Q) | FR | NA | SO + | *ELEC 211Q | | | | |
| | Social Sciences (S) | FR | ELEC 111S | SO + | *ELEC 211S | | | | |
| Department | | | | Chairperson | | | | | |
| Date | | | | Signature and Stamp | | | | | |
| Comments: | | | | | | | | | |

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|--|----------|----------|--|---------------------|--|---|
| 5. Approval of the Appropriate Faculty Committee | | | | | | |
| | Approved | Rejected | | Name | | This section should be completed by the Chair of the appropriate committee of the faculty in which the student is enrolled. |
| | Date | | | Signature and Stamp | | |

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|-----------------------|--|--|--|-----------|--|--|
| 6. Registrar's Office | | | | | | |
| Code of course | | | | Date | | This section should be completed by the Registrar's Office |
| Credits transferred | | | | Signature | | |