



Policy Owner:	The Provost			 <p>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في المؤسسة قطر Member of Qatar Foundation</p>
Responsible Unit:	Office of the Provost			
Policy Name:	Graduate Credit Transfer Policy			
Policy ID Code:	AC GR.01.006	Rev. 01	Page 1 of 3	

GRADUATE CREDIT TRANSFER POLICY

Ver.	Approval Date	Effective Date	Type of Change	Approved by	Description of Change
00	8 May 2017	8 May 2017	Initial Release	BOT	
01	06 Feb. 2024	06 Feb. 2024	Major Revision	President	<ul style="list-style-type: none"> - Remove repetition and improve clarity. - Change the number of credit hours that can be transferred from “a maximum of nine credit hours” to “one-third of the total credits of a degree plan.” - Delete statement allowing transfer of credit to apply toward two graduate programs at HBKU except for the case of accelerated programs.

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1. Purpose

This policy establishes the rules and standards for accepting academic credits in courses offered at HBKU or elsewhere that may be counted and applied toward fulfilling the requirements of an HBKU graduate degree.

2. Scope

The policy applies to all credits obtained at HBKU or elsewhere that may be counted toward fulfilling a graduate degree program requirement at HBKU.


3. Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
Recognized Institution	An institution of higher education approved (licensed or accredited) by a government authority in the country where the institution resides and recognized by the Ministry of Education and Higher Education at the State of Qatar.
Accelerated Programs (dual-degree)	A program in which students complete two degrees (e.g., BS/MS).

4. Policy

4.1. Graduate credits earned at a Recognized Institution prior to matriculation into a graduate program at HBKU or while enrolled in a graduate program at HBKU may be eligible to be transferred into a specific HBKU degree program and applied to the student's degree requirements under the following conditions:

- a. A maximum of one-third (1/3) of the total credits of a degree program may be transferred. Transfer limits of dual and joint degree programs are as per the Dual and Joint Degree Policy.
- b. Credits earned in courses with no formal grades or non-standard grades (e.g., pass/fail, or satisfactory/unsatisfactory,) cannot be transferred.
- c. Credits earned in courses completed on a non-credit basis are not transferable.
- d. Only credits earned in courses that count towards a degree at a Recognized Institution are transferable, but only if they were not used to earn a degree.
- e. Only credits earned with a grade of "B" (i.e., a grade equivalent to 3.0/4.0) or higher on an official transcript will be considered for transfer.
- f. Conditionally admitted students are not eligible to transfer credits until they have fulfilled the conditions of their admission and have had the conditional qualifier removed from their records.
- g. To be considered for transfer, credits from other institutions must have been earned while enrolled at HBKU or within five years of the student's first enrollment in the specific HBKU degree program.
- h. Except for approved accelerated programs (BS/MS), no graduate course used for an undergraduate degree may count again towards graduate credit.
- i. Transferred courses will be given a grade of "TC" and will not affect the GPA calculation for the degree plan except for courses completed at a Recognized Institution established within Qatar Foundation.
- j. Graduate credit hours from a Recognized Institution established within Qatar Foundation that have been accepted for transfer and for application towards a specific degree program will be included when calculating the HBKU GPA and total credit hours.
- k. To transfer courses taken prior to matriculation into a graduate program at HBKU, the student submits an application (along with official transcripts and an official translation

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for transcripts not in English) and course syllabi. The College Dean or designee will evaluate the eligibility of courses to be applied toward the specific degree program. The Dean will communicate to the Registrar the courses accepted for credit transfer and for application toward the degree.

- i. Graduate courses taken at other Recognized Institutions while enrolled in a graduate program at HBKU should be pre-approved by the College Dean, and confirmation must be submitted to HBKU's Registrar Office prior to registering at the other institution.
- m. Permitting students to complete a course elsewhere does not exempt them from satisfying the HBKU degree requirements.
- n. Transfer courses can count as core or elective courses as stated in the student degree plan.

4.2. Graduate courses taken at HBKU may be considered for transfer to another graduate program at HBKU under the following conditions:

- a. Students must have the approval to transfer or be admitted into a different graduate program.
- b. Only courses that the new program has approved will be considered for transfer.
- c. The maximum number of credits accepted for transfer is subject to program approval. The program may choose not to accept the transfer of any credit hours.
- d. Credit hours earned in courses taken on a non-degree basis at HBKU may be transferred if they meet the program's requirements.
- e. Credit hours must have been earned within five years from the date of transfer except where the student has maintained continuous enrollment.
- f. Except for approved dual/joint degrees and accelerated programs, credits that have been previously counted towards fulfilling a degree requirement cannot be transferred.
- g. Except for approved accelerated BS/MS programs, credits earned in graduate courses that count towards an undergraduate degree may not count again towards a graduate degree.
- h. Grades and credit hours earned in HBKU courses that have been accepted for transfer will be applied to satisfy the degree requirements of the specific program and will count toward the GPA calculation.

5. Associated Guidelines, Forms, Templates, and other Supporting Documents

Graduate Credit Transfer Procedure

6. References and Related Procedures

NA

7. Source, Responsible Office, Authority

This policy was developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee, endorsed by the Provost and the University Policy Officer, and approved by the President.

The office of the Registrar, in collaboration with appropriate college committees and College Deans, is responsible for overseeing the implementation and ensuring compliance with this policy.