

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

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1.	NAME:			ID #:
	P.O.Box:	Class:	Major:	E-mail: @aub.edu.lb
2.	Proposed Course (s)			
	Subject & Code			
	University			
	Term			
	Credits		Grade	

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.

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			
	Department		Chairperson	
	Date		Signature	

This section should be completed by the chairperson of the academic unit/track/department offering the course.

Section 4 should be completed if student is applying for a credit transfer						
4.	The proposed course is equivalent to the following number of AUB credits in the category below					
	Credit Transfer	Category		Number of Credits		
		Humanities		FR	SO +	
		Social Sciences		FR	SO +	
		Natural Sciences		FR	SO +	
		Quantitative Thought		FR	SO +	
	Elective in the major		FR	SO +		
Department		Chairperson				
Date		Signature				
Remarks:						

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 (FR) or Sophomore or above (SO+).

Important note: Transferred credits in those five categories may NOT replace specific courses that should be taken at AUB as major graduation requirements.

5.	Approval of the Appropriate Faculty Committee			
	Approved		Rejected	
	Date		Signature	

This section should be completed by the Chair of the appropriate committee of the faculty in which the student is enrolled

6.	Registrar's Office			
	Code of course		Date	
	Credits transferred		Signature	

This section should be completed by the Registrar's Office