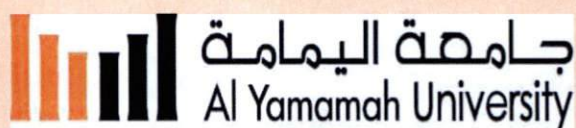


POLICY ON TRANSFER CREDITS

DCO-12-103
Document Control Register



DCO Procedure

Policy Resolution	R.001.12
Policy Name	Policy on Transfer Credits
Policy Owner	Academic Affairs
Version	V 3.0
Issuing Authority	University President
Document Date	01 January 2011
Circulation	All Deans, All Faculty, Admissions & Registration Department.
Effective Date	05 th September 2021
Review Date	01 st September 2021
Effective Until	Indefinite
History	The University Council reviewed the policy on 1 st September 2021.

DCO Form V1.1

POLICY ON TRANSFER CREDITS

Introduction

This policy clarifies the YU position on transferring in credits from other licensed or accredited institutions of higher education

Policy Content

Generally, YU will accept:

Credits earned at KSA and other national or international MOE accredited/licensed institutions, if:

- 1- The courses from the sending institution have been deemed by the respective College Dean to be 80+% equivalent in content and rigor to YU classes;
- 2- The courses from the sending institution are at roughly the same level, i.e. freshman = freshman, sophomore = sophomore, etc. (although there can be some variations); and have been taught in English (per course outline/syllabus) except for Arabic and Islamic Studies which may have been taken in Arabic.
- 3- The grades received in the courses are 2.0/4.0=C=Satisfactory/Average= 70% or better;
- 4- Students with no academic courses will be considered freshmen.
- 5- Students with complete academic courses must hold CGPA more than (1 out of 4) or (2 out of 5).
- 6- Combined grades weight index:

a- High School	40%
b- General Aptitude Test (Qudraat)	30%
c- CGPA	30%
- 7- The credits are on a 15+ week semester basis (10+ quarter credits are calculated at 2/3 the rate of YU semester credits;
- 8- Official transcripts are received from the sending institution; and
- 9- At least 50% of the required credit hours for graduation are completed at YU.
- 10- Also, students transferring into YU either must present TOEFL scores of 500+ or IELTS scores of 5.5+ and a minimal of 5.0 in each skill (Reading, Writing, Speaking and listening), complete the INTERLINK Placement Test requirements, or have completed at least two full academic years at a licensed college or university in a native English-speaking country i.e. USA, UK, Canada, Australia, New Zealand, South Africa, etc. with a cumulative GPA of 2.0/4.0.

For students with courses that meet all of the above requirements, except number 1, the courses may be transferred to the appropriate elective course.

Electives may be any academic (and sometimes occupational) course that is approved in advance by the faculty advisor. Required courses and Business/Computer courses must be approved in advance by the respective College Dean.

No vocational or community college (Diploma) courses or other training courses can be transferred to YU for academic credit.

If a student is transferring credit to YU, no matter how many credits YU agrees to transcript (generally a maximum of 50% of the degree requirements), the student must still complete a minimum 50% of the degree credits at YU in order to earn a YU baccalaureate degree.

YU will transfer in up to 10 credits towards the EMBA, MBA and other graduate degrees, and up to two courses (4-6 credits) towards a Postgraduate diploma, under the same conditions for transferring undergraduate credits; however, the earned grades must be 3.0/4.0=B=Good= 80% or better in order for YU to accept a course.

The University charges a fee for transcript evaluation of 1,000 SR per transcript for undergraduate and graduate transcript evaluations for purposes of transferring in credits into YU.

All courses considered for transfer should have been taught in English (with the exception of Arabic and Islamic Studies courses), unless otherwise approved through the University Council.

As to the transfer of credits from International Partners, all the YU university policies on transfer of credits must be followed. No customized courses for YU students are to be accepted, and only those courses identified on the regular students' study plans are to be given considered for equivalency. Likewise, international program courses eligible for equivalency are those that observe both the partnering institution as well as YU's prerequisites. The respective dean may make exceptions to this when s/he deems it reasonable and appropriate.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by the University President



University President

Date: 5-9-2021