

Undergraduate Students Transfer Policy

Policy #	AA-109	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

1. Purpose

This Policy highlights the rules, regulations and procedures that govern transfer conditions of undergraduate students inside and outside the university

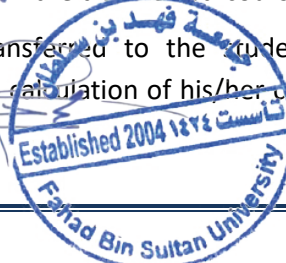
2. Definitions

- 2.1. **Semester:** A period of time not less than fifteen weeks for all academic courses to be studied, and the registration periods and final exams are not included in it.
- 2.2. **GPA:** The result of dividing the total points obtained by the student in all the courses s/he has studied since joining the university by the total number of credits prescribed for those courses.

3. Policy

3.1. Transfer from another Recognized University

- A) The transferred applicant will not be admitted if he/she was dismissed by the university from which the applicant transferring. If, after transfer, it is discovered that a student had been dismissed from his/her previous university for disciplinary reasons, his/her enrollment will be canceled as of the date of acceptance of his/her transfer to the University.
- B) The transfer of a student from outside the University may be accepted under the following conditions:
 - The student has been enrolled at a recognized university.
 - The student must not have been dismissed from that university for disciplinary reasons.
 - The student must satisfy the transfer provisions as determined by the University Council.
- C) Admission of applicants who meet all the conditions is done by the Admission Committee according to their high school and diploma grades, the results of aptitude and achievement exams, the personal interview and the acceptance tests, if any.
- D) The studied courses are evaluated for equivalency by the Department's Equivalency Committee, which forwards its recommendation to the Dean of the College for approval.
- E) A course is deemed equivalent to a course offered at FBSU if it covers 70% of the topics, involves the same components (Lecture, Lab, Tutorial), and has the same number of credits. The student must have a passing grade in the transferred courses.
- F) The courses deemed equivalent will be transferred to the student's record as "Transferred" but will not be included in the calculation of his/her cumulative GPA. Courses taken as Audit cannot be transferred.



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- G) A student transferring to FBSU must earn at least 60% of his/her credits at FBSU, including the last 60 credits for the Bachelor degree.
- H) A student transferred to the university may study in other universities as a visiting student, with a maximum of 30 credit hours and for a maximum period of one year, with the approval of the Dean of the affiliated College.

3.2. Transfer from One College to another at the University

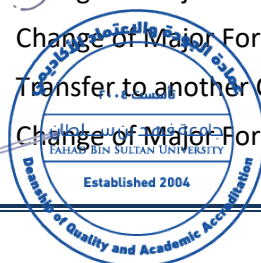
- A) A student may transfer from one college to another only after spending an entire academic year in his/her current college and meeting the admission requirements of the new college.
- B) A transfer application signed by the student and approved by the dean of the college the student has departed should be sent to the Registrar's Office then to the Admissions Committee of the new College at least one month before the beginning of the new semester.
- C) The Admissions Committee of the College studies the applications of the students transferring to that College and forwards its recommendations to the Dean for approval.
- D) All transferred credits remain unchanged in the student's record. Grades of transferred courses are preserved as well and do enter in the calculation of the student's GPA.

3.3. Transfer from One Major to another within the College

- A) A student may transfer from one major to another only after spending an entire semester in his/her current major and meeting the admission requirements of the new major.
- B) A transfer application signed by the student and approved by the Dean of the College should be sent to the Registrar's Office at least one month before the beginning of the new semester.
- C) The College Admissions Committee studies the applications of the students transfer and forwards its recommendations to the Dean.
- D) All Transferred credits remain unchanged in the student's record. Grades of transferred courses are preserved as well and do enter in the calculation of the student's GPA.

4. Related Documents

- 4.1. Admission of Transferred Students Procedure (AA-109-P1)
- 4.2. Transfer to another College Procedure (AA-109-P2)
- 4.3. Change of Major within the College Procedure (AA-109-P3)
- 4.4. Change of Major Form (AA-109-F1)
- 4.5. Transfer to another College Approval Form (AA-109-F2)
- 4.6. Change of Major Form (AA-109-F1)



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- 4.7. Admission Application for Undergraduate Programs (AA-100-F1)
- 4.8. Admission Application for Graduate Programs (AA-100-F2)

د. سحر محمد بن سلطان

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د. سحر محمد بن سلطان

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