

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Credit Transfer Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-010	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

This policy establishes the criteria and procedures for evaluating and accepting academic credit earned at other institutions, whether through transfer admission, study at another institution during enrollment, or an approved exchange or Memorandum of Understanding (MoU) arrangement, ensuring credit is applied toward an AIU degree only where it meets AIU's academic standards, consistent with equitable treatment of transfer students and academic integrity in the verification of academic records.

Scope

This policy applies to all undergraduate academic programs at AIU and covers students transferring from other institutions, students participating in exchange or study abroad programs, and agreements under MoUs. Provisions for postgraduate credit transfer are reserved, pending PUC authorization of AIU's proposed graduate programs (see Appendix A).

Purpose

The purposes of this policy are:

- Clarify the credit transfer process
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Course Equivalency: The assessment process determining whether a course taken elsewhere is comparable in academic level, content, learning outcomes, medium of instruction, and credit hours to the corresponding AIU course.

Credit Transfer (TR): The recognition of academic credit earned at another recognized institution toward an AIU degree; the transcript notation used for such credit.

Exchange/Study Abroad Programs: Programs allowing a student to study at a partner institution for a defined period, with credit eligible for transfer back to AIU.

Memorandum of Understanding (MoU): A formal agreement between AIU and another institution setting the terms of an academic collaboration, including credit transfer arrangements.

Partner Institution: A recognized institution of higher education offering degrees similar or complementary to AIU's.

Policy

Article 1: Applicability

Credit transfer applies to: (a) students transferring to AIU from an accredited institution prior to admission, governed jointly with EMA-007; (b) continuing AIU students enrolling in an external institution during a permissible term; and (c) students participating in an exchange program, study abroad program, or MoU arrangement.

Article 2: General Transfer Standards

The other institution must be recognized by the Kuwait Ministry of Higher Education or an equivalent competent authority, and the transcript must be verified as authentic. The maximum credit that may be transferred into an AIU undergraduate Study Plan, on the recommendation of the relevant School

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committee and the endorsement of the Dean, is 50% of the Study Plan. The minimum transfer grade is C (2.0 of 4.0) or equivalent.

No transferred credit is accepted for: remedial courses taken to correct academic deficiencies; vocational courses; cooperative education or work-experience credit; physical education activity credit; graduation projects or internships; and theses or dissertations. A course is not transferable if completed on a non-credit basis, or if graded Pass/Satisfactory or equivalent without a letter grade.

Article 3: Course Equivalency Evaluation

The Registration Office coordinates the official transfer-credit evaluation. Where academic judgement is required, the relevant academic department forms a committee to evaluate submitted course syllabi and determine equivalency on a case-by-case basis, applying the following criteria: course content must match at least 75% of the equivalent AIU course; the medium of instruction must be the same; the transferred course's credit hours must be equal to or greater than the AIU equivalent, with appropriate conversion where credit systems differ; and attendance hours must not be less than 15 hours per credit hour. Two or more courses from another institution may be recognized as equivalent to a single AIU course, or one external course as equivalent to multiple AIU courses, provided the combined credit hours are consistent with AIU's requirements.

Article 4: Recording and Effect on CGPA

Once finalized, evaluation results are sent to the Registration Office for entry into the SIS. All transferred credit is recorded on the transcript, but only credit consistent with the Study Plan counts toward the earned hours required for graduation. Transferred courses are noted with the grade 'TR'; grades or averages from another institution are not included in the student's AIU CGPA. If a student later repeats a course previously accepted as transfer credit, the transferred course is excluded from the transcript and the AIU grade counts if passed.

Article 5: Additional Rules for Undergraduate Transfer Admission

In addition to the general standards above and the requirements of EMA-007: the applicant must have completed at least two semesters (or one full academic year) at a recognized institution with a cumulative GPA of at least 2.50 of 4.00; a student who discontinued study for four or more regular semesters does not benefit from their prior academic record for transfer purposes; the sending institution must require full-time attendance, and the applicant must not have been dismissed from AIU or another institution for academic or disciplinary reasons; no course counts for credit if the applicant has already earned a degree in which it was used; and a conditionally admitted student under EMA-006 may not transfer credit until the conditions of admission are satisfied and removed from their record.

Article 6: Additional Rules for Continuing Students Studying Externally

An AIU undergraduate student may study and earn credit at another institution, inside or outside Kuwait, during the summer semester only, subject to: enrollment at AIU; completion of at least 30 credit hours at AIU before studying elsewhere; not being expected to graduate in the same semester; prior written approval from the Head of the relevant Department and the Dean, with a letter issued by the Registration Office to the receiving institution; and, within Kuwait, approval limited to courses not offered by AIU at that time (exceptions approved by the Executive Director of Registration). No course counts for credit if

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the student has already completed it, or an equivalent, at AIU, and the statement of results must be officially attested.

Procedures

1. A new applicant submits prior transcripts and required supporting documentation to the Admissions Office, which verifies completeness and authenticity and forwards the documentation to the Registration Office for transfer-credit evaluation.
2. A continuing student submits transcripts and required supporting documentation to the Registration Office.
3. The Registration Office conducts and coordinates the course-by-course evaluation and refers courses requiring academic judgement to the relevant School or department for equivalency determination under Article 3.
4. The Registration Office enters approved credit into the SIS, notifies the student of accepted courses, and updates the Study Plan accordingly.

Exceptions

Exceptions to this policy, such as approval to study a course elsewhere in Kuwait that AIU does offer, are approved by the Executive Director of Registration in consultation with the relevant Dean. An exception of substantial impact, such as a change to the 50% maximum transfer cap for a cohort or program, requires escalation to the VPSA and approval by the President.

Related Policies

- EMA-007 Transfer Student Admission Policy
- EMA-006 Conditional Admission Policy
- REG-014 Grades and Academic Standing Policy

President Signature	Signature: _____ Date: _____
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Appendix A: Postgraduate Credit Transfer (Reserved)

Credit transfer standards for AIU's proposed graduate programs are reserved pending PUC authorization. No postgraduate credit transfer standard is currently in effect at AIU.

President Signature	Signature: _____ Date: _____
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