

## MANUAL – TRANSFER OF THE STUDENTS

### TRANSFER FROM A UNIVERSITY TO ANOTHER

#### **Article Forty Two**

A student's transfer from another university may be accepted according to the following regulations:

1. The student must have studied at a recognized university.
2. He must not be dismissed from the university he referred from for disciplinary reasons.
3. Terms of transfer, determined by the University Council, must be applicable to him.

#### **The Executive Rule of Majmmah University:**

**A student's transfer from another university may be accepted according to the following regulations:**

1. He should have an academic record with a cumulative average of at least one semester and studied in a college or university recognized by the Ministry of Higher Education.
2. He should not have failed in the GPA.
3. He should not have been dismissed from the University for Disciplinary Reasons.
4. Transfer should not be from the lower academic degree to the higher.
5. Conditions of transfer, determined by the College Board, must be applicable to him.
6. Credit hours required from the transferred student to study, must not be less than 60% of the total credit hours for obtaining the BA degree from Majmmah University.
7. The total period spent by the student from the university he transfers from and the remaining period for him in Majmmah University should not be more than the average period between the minimum and the maximum for remaining in the college.
8. Procedures of transfer must be completed before the end of the first week from the beginning of the semester, or the beginning of the year for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective next semester.
9. Transfer must be written on the student's academic record.

### **Article Forty Three**

The college board equates the courses the student studies in another university, according to a recommendation of the Department Board that provides the courses. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA.

### **The Executive Rule of Majmmah University:**

The concerned college board equates the courses the student passes in another university, according to a recommendation of the Department Board that gives the courses, provided the equated courses should not exceed 40% of the credit hours of the syllabus of the specialization transferred to. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA, on condition that the content of the course the student passes is equivalent to the course(s) to be equated.

### **Article Forty Four**

If it appears after the student's transfer ,that he had previously been dismissed for disciplinary reasons, his registration shall be deemed canceled from the date of acceptance of his transfer to the university.

### **Article Forty Five**

A student may be transferred in any semester, from a university to another, according to the procedures and declared schedules in the university transferred to, in the light of the general guidelines for transfer.

## **TRANSFER FROM COLLEGE TO ANOTHER WITHIN THE UNIVERSITY**

### **Article Forty Six**

The student may transfer from one college to another within the university in accordance with the regulation sap proved by the University Council.

### **The Executive Rule of Majmmah University:**

**Firstly, transfer of a student from one college to another within the university is done according to the following regulations:**

1. Acceptance of the students by deanship of the college is according to the regulations set by the college board.
2. A student must not have spent more than four semesters, provided that the preparatory programs such as extensive language courses are not counted within that period.
3. Procedures of transfer should be completed within the first week of the semester or the academic year, for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective the following semester.
4. Transfer shall not be allowed except after a student spends at least one semester in the college he wishes to transfer from.
5. A student is allowed to transfer once during his university studies, or twice if one of these is the preparatory year or the intensive course of English.
6. A student transferred to the preparatory year or the intensive course, will be returned to his previous department if he does not pass, only once.
7. Specialization after passing the preparatory programs is not counted within the transfer movements.

**Secondly, transfer of a student from the qualifying programs to the corresponding college that awards BA programs within the university is according to the following regulations:**

1. No student may transfer from BA to one of the qualifying programs.
2. A student is allowed to move to the corresponding college, if he finishes all the courses of the qualifying program, with the Grade Point Average  $2/5$  (two out of five).
3. If a student completes 50% of the total credit hours of the qualifying program, with a Grade Point Average of 4 to 5, or more, he can transfer to the corresponding college.
4. If a student completes the qualifying program but six hours remain for him, he may transfer to the corresponding college, provided, his Grade Point Average is not less than 2.5 to 5.

### **Article Forty seven**

All the previously studied courses shall be written in the academic record of the student who transfers from a college to another. This includes Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

### **Transfer From Specialization to Another**

#### **Article Forty Eight**

On the approval of the dean, a student may transfer from one specialization to another within the college, according to the regulations set by the University Council.

#### **The Executive Rule of Majmmah University:**

1. A student may transfer from one specialization to another within the college after the approval of the dean of the college, according to regulations set by the College Board.
2. The remaining period for him in the university should be enough to finish graduation requirements.
3. Transfer procedures should be completed within the first week of the beginning of the semester or year for the colleges that adopt the annual system. If procedures exceed this period, transfer will be effective the following semester.
4. A student is allowed to transfer once during his university study.

#### **Article Forty Nine**

All the previously studied courses shall be written in the academic record of the student who transfers from one specialization to another. This includes, Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.