



THE PETROLEUM INSTITUTE

NUMBER:	PIP 3200
EFFECTIVE:	15-APRIL-2009
REVISED:	16-MARCH-2010

SUBJECT: Transfer and Non-Traditional Credit.

REFERENCE: Standards for Licensure and Accreditation, Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, United Arab Emirates – 2007 (5aix, 5ax, 5axi – page 49); and PIP3100 (Student Grades, Grade Point Average and Requirements for Graduation).

SECTION 1 PURPOSE

- 1.1 To establish and communicate the awarding of transfer and non-traditional credit at the Petroleum Institute.

SECTION 2 SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all faculty and students of the Petroleum Institute.

SECTION 3 DEFINITIONS

- 3.1 Transfer Credit: Credit received from work completed at other academic institution(s).
- 3.2 Non-Traditional Credit: College credit received for courses completed at high school (GCEA-Levels, IB Higher Levels, and American Advanced Placement) or PI's Arts and Sciences Challenge Tests. Other forms of demonstrated proficiency or prior learning may be considered on a case-by-case basis.

SECTION 4 POLICY

- 4.1 The rules and regulations guiding the awarding of transfer and non-traditional credit.

SECTION 5 BACKGROUND OR EXCLUSIONS

- 5.1 Further information pertaining to transfer and non-traditional credit is provided in the academic catalog. To the extent that information in the catalog may conflict with this policy, the policy supersedes that information.



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SECTION 6 GENERAL PROVISIONS

- 6.1 In order to be eligible for transfer to the Petroleum Institute, the following conditions apply:
- 6.1.1 Only students transferring from a federal or accredited institution in the UAE or a recognized and accredited foreign institution of higher learning are eligible for admission.
 - 6.1.2 In order to be eligible for admission, transfer applicants must have demonstrated proficiency of the English language that meets the minimum standards of matriculation at the Petroleum Institute.
 - 6.1.3 Submission of official transcripts from all institutions of higher learning previously attended.
 - 6.1.4 Submission of official high school transcripts.
 - 6.1.5 Only students in good academic standing with a minimum cumulative grade point average (CGPA) of 2.5 will be considered for transfer. Applicants with a lower CGPA will be considered on a case-by-case basis.
 - 6.1.6 Students who are ineligible to enroll at the institution from which they wish to transfer because of their scholastic record or any other reason may not be considered for admission.
 - 6.1.7 The Registrar will inform the applicant of the course(s) transferred for credit and possible equivalencies.
 - 6.1.8 A minimum of 50 percent of the academic credit applied toward graduation must have been earned from courses taken at the Petroleum Institute.
 - 6.1.9 Original documents must be in English or accompanied by an official certified English translation.
- 6.2 In order to evaluate a student's file for possible transfer of credit:
- 6.2.1 The credit earned must be from an institution included in the list of PI-approved institutions, available with the Registrar's Office.
 - 6.2.2 Documents must include the official transcript, academic catalog course description and course syllabi.



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- 6.2.3 A student's evaluation for possible transfer of a course will be administered only once.
- 6.2.4 Transfer files will be evaluated, and students will be awarded possible credit, by the first day of add/drop of the student's first semester at the Petroleum Institute. Students will be notified of the results of their course evaluations by the Registrar's Office.
- 6.2.5 The decision regarding the awarding of credit is made in the appropriate academic program. The Registrar maintains and updates the transfer student files.
- 6.3 The awarding of transfer and non-traditional credit is governed by the provisions below:
- 6.3.1 Courses, with a minimum grade of "C" and deemed equivalent in content and level to those offered at the Petroleum Institute, will be transferred as equivalent PI courses. Other appropriate courses, with a minimum grade of "C", may be transferred as free/open electives or unassigned courses in the relevant area.
- 6.3.2 Courses completed more than four years prior to matriculating as an undergraduate student at the Petroleum Institute are not transferable. Furthermore, at the time of graduation, no course can be more than six years old if it is to be counted toward the awarding of an undergraduate degree.
- 6.3.3 Credit is not granted twice for substantially the same course taken at two different institutions.
- 6.3.4 Enrolled PI students wishing to take a course for credit with another PI-approved higher education institution as a visiting student may be allowed to do so with permission from the Program. The student must complete the appropriate request form, attach the course description and syllabus of the course in which he/she is intending to enroll and submit it to the appropriate Program. Upon Program approval, the form is submitted to the Registrar's Office. The process for awarding the credit is the same as other transfer credit. Students wishing to take a course in Abu Dhabi during the same semester or session it is offered at the PI must provide written justification for approval.
- 6.3.5 Credit awarded through non-traditional sources must meet the minimum established grade, score or level as follows:



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- 6.3.5.1 The minimum grades, scores, and levels for evaluating high school credit, such as AP, GCE, A-Levels, IB Higher Levels, etc., are established and reviewed regularly by the Academic Evaluation Committee and on file in the Admissions and Registrar's Offices.
- 6.3.5.2 Student's eligibility to sit a challenge exam is established by the appropriate program.
- 6.3.5.3 Credit awarded through other non-traditional sources, such as documented life experience, will be reviewed by the appropriate program on a case-by-case basis. Any resulting recommendation for academic credit must be approved by the Provost (or designee).
- 6.3.6 Transferred courses and non-traditional credit will be transcribed with the appropriate number of credit hours. A grade of "TR" will be assigned and is not included in the student's CGPA.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

- 7.1 The Provost shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

- 8.1 None.

SECTION 9 REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.



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SECTION 10 SIGNATURES

Chair, Academic Policies Committee

Date

Provost

Date

President

Date