



Policy and Procedures for Transfer Credits

(Revised based on the directives issued on 1 April 2008)

Bethlehem University allows students to transfer from recognized institutes of higher education. Because of the effect that transfer credits have on a student's transcript especially in calculating the total number of earned credits each semester, and to safeguard the integrity of students' records, the "Policy for Transfer Students" below applies.

Policy for Transfer Students

Bethlehem University allows students to transfer from recognized institutes of higher education. The following policies apply:

1. Minimum standards and admission criteria as stated for regular students and in-service applicants must be met by transfer applicants.
2. Transfer applicants must have earned a cumulative GPA of "C" (2:00 or 70%) or higher.
3. Courses transferred should be compatible with the courses offered at Bethlehem University.
4. Courses are transferable only if the grade earned was "C" (2:00 or 70%) or above. No courses can be transferred from transcripts with cumulative GPA lower than "C" (2:00 or 70%).
5. Transfer applicants to baccalaureate degree programs and who have at least 30 transferable credits are admitted without an Entrance Examination. However they might be asked to sit for an English Placement Examination. Moreover, before accepting a course for transfer a department may require the student to sit for an exam.
6. Transfer applicants to baccalaureate degree programs with fewer than 30 transferable credits must take the University Entrance Exam and if accepted, credits from their previous institution can be considered for transfer upon admission only.
7. Course grades of accepted courses are not transferred.
8. Bethlehem University accepts a maximum of 60 transferable credits towards the fulfillment of the admitted student's graduation requirements towards a baccalaureate degree. At most 50% of the courses in the sought Major can be transferred.
9. Bethlehem University does not transfer credits from open education institutions.
10. Bethlehem University does not transfer credits from community colleges unless the applicant has earned a diploma and has passed a comprehensive exam and any other requirement according to the "Tajseer" Policy of the Palestinian Ministry of Higher Education. Holders of diplomas who wish to upgrade to Bachelor degrees are treated as transfer students.

I. Regulations:

Case 1: Student accepted to BU as transfer students

- Courses transferred are approved prior to the beginning of the semester in which student is admitted and before he/she is registered for courses.
- Courses transferred are based on and must be compatible with the courses in major and minor in which admitted. No changes will be permitted in the future, especially if student changes major/minor.
- Courses are listed in the transcript immediately before the results of the first semester of admission.
- Transfer credits are added to total number of credits earned and to the total number of credits earned in the Major throughout the transcript. (i.e., total number of credits earned that appears in the grade report of any semester is the sum of transfer credits plus credits earned at BU)

Case 2: Student who attended BU (at least one semester) and has earned credits at BU, transferred to another university, and transferred back to BU

- Upon withdrawal from BU the student must secure the approval of the AVP to have courses to be taken in another university transferred to BU. Without a prior such arrangement, the university will most likely not transfer such courses.
- Courses transferred are based on and compatible with the courses of the choice of major and minor at the time of the transfer back to BU. No changes in the transferred courses will be permitted in the future, especially if student changes major/minor.
- Transfer of credits must be done prior to beginning of the semester of readmission to BU and before he/she is registered for courses.
- Credits transferred are entered in the transcript immediately before the semester of readmission.
- Credits transferred will be included with the total credits earned and the total credits earned in the Major starting with the grade report issued at the end of the semester of readmission and throughout the rest of the transcript.
- If the results of the last semester attended at BU before the withdrawal put the student on probation for the following semester, then the student will be placed on probation for the semester of readmission regardless of the credits transferred.
- If the student was on probation in the last semester before the withdrawal from BU, and was placed on probation in the semester of readmission, then these probations are considered consecutive.

Case 3: Student who was accepted at BU, withdrew without earning any credits, attended another university, and transferred back to BU

- Unless the student has at least 30 transferable credits in a major other than the one he was accepted in at BU, he/she will be readmitted to the program/major in which he/she was initially accepted. Assessment of courses to be transferred is hence based on this major at BU.
- If the student wants to be admitted to a different major from the one he was accepted in at BU and he/she has at least 30 transferable credits in that major, he/she is treated like a transfer student as described under Case 1.

Notes:

- The Policy for Transfer Students (above) is an integral part of these regulations. All transfer of courses is subject to that policy.
- For all “probation” purposes, policies and regulations regarding minimal GPA vis-à-vis total number of credits earned apply to all transfer students from their first semester at BU.
- Acceptance to Major criteria apply to all transfer students. When approving the transfer of courses, departments should either accept student to the Major at the time of admission or determine what needs to be done for student to be accepted to Major.
- According to the Readmission Policy, courses taken by dismissed students in another university cannot be transferred upon readmission.
- When accepting transfer students, it is quite likely that their progress towards graduation might not follow the paradigms set by the departments. It is thus necessary that a revised paradigm be designed for each one of these students, so that they will know upfront of any problems or delays in fulfilling all their graduation requirements.

II. Procedures to be followed for Transfer Students

Case 1: Student applying to transfer to BU

- Applicant presents the Registrar's Office with a letter indicating his/her interest to transfer to BU, in a major and minor (if possible) that he/she is interested in joining. The letter must be accompanied by: an official Tawjihi certificate, an official transcript of all courses taken at the university/ies from which student is transferring, a description of all courses taken at the university/ies from which transferring.
- The Registrar's Office checks the application for accuracies and refers it with an Evaluation of Transfer Credit Form to the department concerned. Under no circumstance should the applicant be sent to the department with the application. The department evaluates the courses and decides which ones can be transferred. In some cases the department may request that the student sit for an exam in a certain course before a decision can be made. All communication with the student should be done through the Registrar's Office.
- The department returns the application with the completed form to the Registrar's who checks it for accuracy and completeness. If application involves transferring university required course/s then the Registrar must secure the approval of the department/s offering the course/s. The completed application is then sent to the AAVP for final approval.
- If the student has 30 transferable credits, a letter is issued to the applicant accepting him and directing him/her for the next steps: buying an application, setting an appointment with the chairperson of his/her new department, registering for courses etc. The student receives the letter from the Registrar's Office. A copy of this letter is given to the relevant department and another will be placed in the student's file. He/she buys an application, fills it out and returns it to the Registrar. Upon receiving the completed application form, the Registrar presents the student with the list of courses that were approved for transfer to sign. Once signed the student cannot request any changes in the future.
- If the student does not have 30 transferable credits, a letter is addressed to him/her indicating non-acceptance. In this case the student can apply to BU as any other new student at the time of applications. If the student is accepted then the following criteria applies:
 - S/He can make an application to transfer credits earned at a different accredited institution of higher education. The application must include , an official transcript of all courses taken at the university/ies from which student is transferring, a description of all courses taken at the university/ies from which transferring.
 - Courses transferred are approved prior to the beginning of the semester in which student is admitted and before he/she is registered for courses.
 - Courses transferred are based on and must be compatible with the courses in major and minor in which admitted. No changes will be permitted in the future, especially if student changes major/minor.
 - Courses are listed in the transcript immediately before the results of the first semester of admission.
 - Transfer credits are added to total number of credits earned and to the total number of credits earned in the Major throughout the transcript. (i.e., total number of credits earned that appears in the grade report of any semester is the sum of transfer credits plus credits earned at BU)
- The student has also to sign a caveat whereby he/she will not hold the university responsible if credits transferred to his transcript at BU, are not recognized by other competent authorities.

Case 2: Student who is accepted at BU and withdrew but has transfer courses.

- The student must first seek readmission by presenting the Registrar's Office with a letter to this effect and indicating that he/she has transfer credits for consideration. At this point an official transcript of all courses taken in the other university must also be presented.
- The Registrar transfers the request with the student file to the Office of the AVP, where final approval for readmission is either granted or denied.
- If readmitted the Registrar sends the student's file with the transcript and to the relevant department an Evaluation of Transfer Credit Form to fill out. The procedure for approving transfer courses is as described above, except that the student will not have to purchase and fill out a new application form.

Because of the amount of work involved, deadlines for receiving applications must be respected.