



Transfer Students and Transfer Courses for the Civil Engineering Bachelor Program

**College of Engineering
Najran University**

2019-2020

Transfer Students and Transfer Courses

Transfer of students to civil engineering program at Najran University can be done through three different channels as follows:

Transfer from Other Universities:

General Requirements: With the consent of the administrator in charge, students may transfer from other universities in conformity with the rules adopted by the student affairs committee and according to the following general guidelines:

- The student must be enrolled at an accredited college or university.
- The student must not have been dismissed from that university for educational or disciplinary reasons.
- The student must meet the requirements of admission transfer.
- The transferred students are required to complete more than 60% of the total required credit hours in Najran University. The college council is responsible for equating the courses studied at other universities to the equivalent courses of the department and accordingly a recommendation is forwarded to the department council. The equated courses are then credited and applied to the student's academic record, but not be applied to the cumulative GPA.
- The transfer procedure should be completed within the period specified by the dean of admission and registration, provided that the period does not exceed end of the second week from the beginning of the academic semester. After the fulfilment of all requirements, the student receives a transfer notice allowing him to attend courses after the issuance of a university ID.
- The enrolment is considered void in the case of coming out that the student had been previously dismissed from a university due to disciplinary or educational reasons.

These requirements and process for accepting transfer students are governed by the Article #15.1 of the Policy on Regulations of Study and Examinations.

Additional Requirement: In addition to the above mentioned general requirements, few more requirements are set by the council of civil engineering program. These requirements may be changed each year by the approval of program council. Currently these requirements are:

- Assure the students finish successfully the Preparatory Year Program or equivalents.
- Verify the condition of specialization in Najran University.
- Transfer from the similar engineering program.
- The student should have a minimum cumulative GPA of 3.5 (out of 5.0) or equivalent from a reputed college. This is complemented with other conditions developed by the College Council on a yearly basis.

Internal Transfer from Other Colleges within the University

General Requirements: With the consent of the administrator in charge, students may transfer from one college to another within the university in conformity with the regulations adopted by the Student Affairs Committee, and according to the following guidelines:

- The Student's grade point average (GPA) should not be less than 2.0.
- The Student must not have been previously transferred during his study at the university.
- The academic period remaining must be sufficient for the completion of the graduation requirements
- The student should apply to the dean of admission and registration about his transfer from one college to another by completing the appropriate form. Upon completion of the transfer procedures, the student will receive a notification allowing him to study at the college in which they are transferred to.
- All the transfer procedures are completed within the period determined by the office of dean of admission and registration, provided that the period does not exceed the first week after beginning of an academic semester.
- All the completed courses that are transferred from one college to another are academically recorded including semester grades, and grade point average (GPA) throughout his study in the university

Additional Requirements: Few additional requirements are set by the council of civil engineering program beside the above mentioned general requirements. These requirements could be changed each year with the approval of program council. These requirements are:

- Students can apply for transfer only after studying at least one semester in the college they are registered. (Summer semester is not counted).
- Transfer from any non-science college to any college of engineering is not allowed.
- Transfer from any college that does not require preparatory year, is not allowed.

The minimum GPA for transferring from other colleges of the University to Civil Engineering program is illustrated in Table 4 below.

Table 4: The condition for transfer of student within the University

From	To	Minimum CGPA	Number of students
College of Medicine	Civil Engineering Program College of Engineering	4	According to the capacity of the department which is decided each year by the department council
College of Dentistry	Civil Engineering Program	4	According to the capacity of the department which is

	College of Engineering		decided each year by the department council
Applied Medical Sciences	Civil Engineering Program College of Engineering	4	According to the capacity of the department which is decided each year by the department council
College of Computer Science and Information Systems	Civil Engineering Program College of Engineering	4	According to the capacity of the department which is decided each year by the department council

Transfer from Any Other Program to Civil Engineering within the College

General Requirements: With the consent of the administrator in charge, students may transfer from any other program of the college to Civil Engineering within the university in conformity with the regulations adopted by the student affairs committee, and according to the following guidelines:

- The student must have spent at least one semester in their major.
- The student is not entitled to be transferred within the same college from one major to another for more than twice during their tenure in the university.
- The academic period remaining must be sufficient for completion the graduation requirements.
- All the studied courses that are transferred from one major to another are mentioned in their academic record, including any awards, semester grades, and grade point averages GPA throughout their tenure in the university.

Additional Requirements:

The minimum GPA for transferring student within the University to Civil Engineering program is illustrated in table below.

Table 5 Transfer to Civil Engineering Program from any other program of the College

From	To	Minimum CGPA	Max number of students allowing to transfer per semester
Department of Electrical Engineering	Department of Civil Engineering	4	According to the capacity of the department which is decided each year by the department council
Department of Architecture Engineering	Department of Civil Engineering	4	According to the capacity of the department which is decided each year by the department council

Visiting Student of Civil Engineering to Other Universities

A student from the program (CE) is entitled to complete some courses in another university upon the fulfillment of the following conditions:

- The student should be regular in their academic record and apply using a prescribed form available on the website: <http://www.nu.edu.sa/web/engineering-college/70>
- The college should receive the application at least two semesters earlier from their enrolment as a visitor student.
- The student must receive a prior consent from their academic institution permitting him to study as a visitor student along with the courses to be studied.
- The college is responsible to stipulate the equivalence of courses between two programs. The student would be given official letter from the Dean of Admission and Registration Affairs enabling them to begin registration.
- The studied courses must be completed at an accredited college or university.
- The courses, studied by the student outside the university, are made equivalent by considering all of its contents and the assigned credit hours must not be less than any courses included in the graduation requirements.
- The maximum number of credit hours that can be counted from other university should be less than 20% of the total credit hours required to graduate at Najran University.
- The equivalent courses for the visiting student are not considered in calculating their cumulative GPA.

- The student must provide the obtained grades to the office of dean of admission and registration within two weeks of the beginning of the academic semester. If the student fails to submit their grades, they are considered as non-attending.

Visiting Student from Other Universities to Civil Engineering Department

The student at another university is entitled to study in Najran University as a visiting student under the following conditions-

- The student should have an academic record of at least two semesters from their current university.
- The student must not have been dismissed due to disciplinary or educational reasons.
- The student must obtain a prior written consent and enlisted courses to be studied from the deanship of admission and registration of his current university in order to study as a visitor in Najran University.
- The maximum limit of academic semesters that the student is allowed to study as a visitor is 2 semesters.
- The courses the student wishes to study should be registered in accordance with the registration requirements.
- The visiting student does not receive any grants by Najran University.
- By the end of his study, the student is provided with the results obtained in the courses studied by a transcript demonstrating the attained grades.

Transfer credit

Courses, taken by the students outside the Najran University, may be transferred upon the approval from the college council. Civil engineering department or the concern department recommends on the approval of the equivalent courses along with its corresponding credit hours. The transferred equivalent courses are recorded in the student's academic profile. The equivalent credit hours are approved for only those courses in which the students has obtained a letter grade of 'C' or above. But the points of the equivalent courses are not used in the computation of CGPA of the student.

The transferred student submit an application asking for equivalent credits to the chairman of civil engineering department along with the original academic record and certified detailed description of the courses taken outside Najran University. The chairman of Civil Engineering department refers the application to the concerned academic advisor and curriculum committee for evaluation of equivalent credit. This evaluation is performed on a case-by-case basis. This evaluation is considered according to the following circumstances:-

- a) The credit hour of the course is equal or more than that of the equivalent course in Najran University.
- b) The grade of the course obtained is 'C' or above.
- c) The content of the course matches at least 80% of the same in Najran University.

After the department approves the credit transfer, the department applies for getting approval of the college council using the equivalency evaluations. After college council approves the

application, it is sent to the deanship of admission and registration. The requirements and process for courses equivalency and credit transfer are governed by Article #43 of the Policy on Regulations of Study and Examinations.