

Course Permission Form–Outgoing Students

AUS students may study at approved institutions provided they have met the requirements set by the Office of International Exchange Programs (IXO) and outlined in the catalogs. **All students seeking credit for courses taken outside of AUS must obtain the required approvals (as listed below) in the semester prior to start of program. Students going abroad in the fall semester must submit this form by the last day of spring semester classes, and students going abroad in the spring semester must submit this form by last day of fall semester classes. No credit will be awarded to students whose courses have not been approved or to students who do not submit this form by the deadline. There are no exceptions.**

Students must follow the rules below to ensure that credits are transferred:

1. Make sure the host university you plan to attend is approved by the UAE Ministry of Education.
2. Business administration courses will be transferred only from programs that are accredited by AACSB or EQUIS, or are approved by the AUS School of Business Administration.
3. Engineering courses will only be transferred from academic programs recognized by ABET or Washington Accord.
4. For courses taken at institutions structured on the American model of course credits, courses must be at least 3 credits hours.
5. For courses taken at institutions structured on the European Credit Transfer and Accumulation System (ECTS), courses must be at least 6 ECT credits (courses that are a minimum of 6 ECT credits will be considered as 3 credits at AUS).
6. For all courses with a laboratory component at AUS, both the lecture and the laboratory must be taken concurrently at the host university.
7. Upon completion of the courses, the student must submit to the Office of the Registrar or the Office of International Exchange Programs (IXO) an official sealed transcript from the host university demonstrating that the minimum course passing grade requirement indicated on the permission form was met. The transcript must be submitted as soon as possible.
8. Students are not allowed to register at the host institution for a course equivalent to an AUS course without having met the AUS course prerequisite.
9. Students will not be able to register in courses at AUS that have prerequisites completed at the host university until the official transcript is submitted.
10. Grades earned outside of AUS do not count in the student's cumulative GPA (CGPA). Credit hours of transferred courses count in the cumulative earned hours and may apply towards meeting graduation requirements.
11. Students will not be allowed to enroll in two courses concurrently that overlap in terms of scheduling.
12. For credits to be transferred back to AUS, a minimum grade must be earned:
 - a. A minimum course grade of C is required if the host university is an institution accredited by the U.S. Department of Education or an official AUS partner
 - b. A minimum course grade of B is required for UAE Ministry of Education-approved institutions that are not accredited by the U.S. Department of Education or an official AUS partner

Note that a department may require a higher grade in specific courses
13. If you expect to graduate in the semester following your exchange semester, you must report to the Office of the Registrar right away once you return to AUS. If you fail to report on time, this may delay your commencement.
14. Students are not allowed to repeat courses abroad that were already taken at AUS.
15. Students are always governed by the rules stipulated in the graduate and undergraduate catalog.

Name	Student ID	Current Semester (e.g., Fall 2017)
Present College/School	Present Major (and concentration if any)	Class (e.g., Junior/Senior)
Mobile	Semester(s) during which student is permitted to take course(s) at the host university	Expected Graduation
Name of Host University (where student is permitted to take courses)		
Contact Name at the Host University	Email	

STEP 1: Approval by IXO

1. The host university is approved by the UAE Ministry of Education: Yes ___ No ___
2. The host university is accredited by the U.S. Department of Education or an official AUS partner: Yes ___ No ___
3. The university has the appropriate accreditation for the student's major (and concentration if any): Yes ___ No ___

Comments/Special Requirements: _____

Signature of IXO _____ Date: ____ / ____ / ____
DD MM YYYY

