



Permission to Take Summer/Winter (Mini-Mester) Courses outside AUS

- AUS students are allowed to attend summer/winter terms only at AUS-approved host institutions outside the UAE.
- Business administration courses will be transferred only from institutions that are AACSB or EQUIS accredited.
- Engineering and computer science courses will only be transferred from academic programs recognized by ABET.
- **While credits will be temporarily transferred, degree will not be awarded until AUS receives UAE Ministry of Education’s Higher Education Affairs Division verification of host institution’s transcript.**
- Prior to registering for courses at the host institution, students must complete this form and submit it to the Office of the Registrar by end of the 14th week of classes of the preceding Spring semester for summer term and by the end of the 14th week of classes of the preceding Fall semester for the winter mini-mester. The following documents must be attached to the form:
 1. The contact hours and duration of the summer/winter term at the host institution.
 2. The catalog or course description of courses to be taken at the host institution.
- The student must be in good academic standing at AUS at the time that the application is reviewed. In addition, the student must be in good academic standing at AUS at the time that the courses are taken at the host institution.
- Courses at the host university must not be taken as attempts to repeat AUS courses in which D or F grades were previously earned.
- Students are not allowed to register in a course equivalent to an AUS course without having met the AUS course prerequisites as specified in the AUS catalog in effect at the time of registration at the host institution.
- For all courses with a laboratory component at AUS, both lecture and laboratory must be taken concurrently at the host university.
- The language of instruction of the course(s) taken at the host university must be English, except for foreign language courses conducted in other languages. For approval of courses where the language of instruction is not English, please refer to the policy on summer/winter Courses outside AUS in the *AUS Undergraduate Catalog*.
- Contact hours of course(s) taken at the host university must be equal to or greater than the 45 contact hours required for equivalent course(s) offered by AUS in a six-week summer term.
- Students may normally transfer no more than 7 credit hours for a six-week summer term. For summer/winter terms of a different duration, AUS normally allows for no more than the equivalent credits of a six-week summer term at AUS.
- Upon completion of the course(s), a student must submit to the Office of the Registrar, before the end of the following Fall semester, an official sealed transcript from the host university demonstrating that the minimum course passing grade requirement indicated on the permission form was met.
- Students will not be able to register in courses at AUS that have prerequisites taken in the host university until the official transcript is submitted.
- Grades earned in summer/winter courses completed outside 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.
- Students are expected to complete their last semester/term in residence at AUS, unless registered with an AUS approved study abroad institution. Summer/winter courses completed outside AUS do not meet this requirement. In addition summer/winter upper-level courses completed outside AUS do not meet a degree program or a minor upper-level graduation requirement.

_____ Student’s Name	_____ Student ID	_____ Semester (e.g. Spring 2017)
_____ Present Major (and concentration, if any)	_____ Class (e.g., freshman)	_____ Mobile No.

Student's Name _____

Student's ID _____

STEP 1: AUS Approval of the Host University

<p style="text-align: center;">_____</p> <p style="text-align: center;">Host institution at which student is requesting to take course(s) outside AUS</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Summer/winter term student is requesting to take course(s) at the host institution</p>
<p>Registrar's approval <input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Expected graduation term</p>

STEP 2: Approval of Head of the Department/Associate Dean of the College/School Offering the Course

Students are not allowed to register in a course equivalent to an AUS course without having met the AUS course prerequisite as specified in the AUS catalog in effect at the time of registration at the host institution.

<u>Course Code in the Host University</u>	<u>Course Title in the Host University</u>	<u>Equivalent Course at AUS</u>	<u>Grade Required ("P" grade is not accepted)</u>	<u>Signature of Head of the Department/Associate Dean</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

STEP 3: Approval of the Student's Associate Dean

Signature of Student's Associate Dean _____	_____ / _____ / _____ DD MM YYYY
Comments/ Special Requirements _____ _____ _____ _____	

Note: The student, as indicated by his/her signature below, agrees to the above terms. The student fully understands that if these conditions are not fulfilled, credits will not be transferred.

Signature of Student _____	_____ / _____ / _____ DD MM YYYY
Signature of the Registrar _____	_____ / _____ / _____ DD MM YYYY