

Subject: Credit Requirements

In-Residence Courses

Courses are considered in-residence when they are taken at ADA University, or through ADA University Abroad, or are coordinated by ADA University academic units in any instructional modality.

Courses considered not in-residence include those transferred into ADA University, those taken through a Permit to Study at Another Institution.

Some ADA University courses and programs are offered at physical sites other than the ADA University campus and are considered in-residence courses.

With some exceptions, students receive in-residence credit for such courses.

Study at Another Institution

Grades for courses taken during a Permit to Study at Another Institution are recorded on the ADA University transcript but are not computed in the cumulative GPA.

ADA University transfer credits for courses taught only in English. Credits for courses taught in any other language cannot be transferred. If the transferred grade received is below “C” for undergraduate students and “B-” for graduate students, after conversion to ADA University grading scale, then credits for such courses will not be transferred and counted in the total number of credits needed for graduation. However, students must meet GPA requirements for individual courses taken at other institutions as required for electives or major or minor courses. Students must satisfy any additional requirements provided on the Permit to Study Form. Retake at another institution is allowed only if the first attempt at ADA University was a W (withdraw).

Conversion of transferred grades is done based on the Credit Transfer Manual of the relevant academic year.

Students who are issued a Permit to Study during a Fall or Spring semester will be placed on Leave. When a student’s study at another institution is complete, the student must meet with the academic advisor for his/her program in order to re-enroll at ADA University. The Office of Admissions and Student Records will update the student’s record accordingly.

Permit to Study at Another Azerbaijani Institution

Students who wish to take courses that would not be considered in- residence courses must receive prior approval by their academic unit through a Permit to Study at another accredited institution.

Permit to Study will only be authorized for study at accredited institutions. Prior to seeking a permit to study, all courses must be reviewed, articulated, and approved by the Associate Dean of academic unit or designee for transfer to ADA University and recorded by the Office of Student Records and Registration. Students who want to apply a course to their major must receive prior approval from their academic unit or equivalent.

Students may transfer up to a total of 12 credits during this course of approved study at another Azerbaijani Institution. These credits and courses will be shown as coming from another named institution of higher education on the student transcript.

Grades for courses taken during a Permit to Study at another Azerbaijani institution are recorded on the ADA University transcript but are not computed in the GPA, though they will count in the total number of credits needed for graduation.

Permit to Study at an International Institution

Students who wish to study abroad at a foreign University in partnership with ADA University must receive prior approval from their academic unit.

Undergraduate students, at the time of application for study abroad must complete the first 60 credits in residence and have minimum 2.50 Cumulative GPA at ADA University. Also, students must be in-residence at ADA University during their final semester. Permit to Study Abroad may not be issued during these periods of undergraduate student's tenure at ADA University.

Graduate students, at the time of application for study abroad must complete the first 18 credits in residence and have minimum 3.00 Cumulative GPA at ADA University. Also, students must be in-residence at ADA University during their final semester. Permit to Study Abroad may not be issued during these periods of the graduate student's tenure at ADA University.

The number of credits approved for transfer from an international institution requires advanced approval from the academic unit.

- **Undergraduate students** will be allowed to transfer up to 30 credits.
- **Graduate students** will be allowed to transfer up to 18 credits from study abroad.

Study abroad programs offering any kind of fellowships and financial aid are applicable to all degree students meeting minimum cumulative GPA requirement of 3.0 at the time of application for an available exchange program, additional to any other requirements set by the host University.

Grades for courses taken during a Permit to Study Abroad are recorded on the ADA University transcript but are not computed in the cumulative GPA, though they will count in the total number of credits needed for graduation. These credits and courses will be shown as coming from another named institution of higher education on the student transcript.

Completed permit applications must be submitted before the end of the semester prior to the anticipated study abroad program.

Students convicted and having official records of violations of the University Honor Code and the Student Code of Conducts are subject to rejection to study aboard at a foreign University.

Transfer Credits for Undergraduate Students

Undergraduate students may request to transfer credit for courses taken at another accredited institution prior to their admission to ADA University. The total number of credits transferred for a single degree program may be no greater than 30 credits and is limited by residency requirements. In no case may graduate credit be given for coursework designated as solely undergraduate by the institution where the coursework was completed.

Proposed transfer courses must have been completed with a grade of C or better and must have been completed no more than 3 years prior to the beginning of the semester for which the student is seeking admission to ADA University. With approval, courses taken at ADA University toward a graduate degree earned before admission to a subsequent graduate program at ADA University may be shared.

Transfer credits must be approved by a student's Associate Dean or designee prior to that student's admission to ADA University to be subsequently included in the student's Program of Study.

Students must give the Associate Dean or designee an official transcript from the institution at which the proposed course(s) was completed as well as a syllabus for each course requested for transfer.

The academic unit must inform the Office of Admissions and Student Records which courses will be transferred during the student's first semester of study. Transfer credit will appear on the student's transcript, but grades from approved transferred courses at other institutions will not be counted in the student's ADA University cumulative GPA.