

# PL- ACADEMIC-017: ACCEPTANCE OF CREDIT BY EXAMINATION

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## Source / Authority

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This policy was developed by the Office of the Vice President and Chief Academic Officer in close collaboration with the university colleges and academic programs.

The office of the Vice President and Chief Academic Officer is responsible for overseeing and monitoring the implementation of this policy.

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## Purpose

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The purpose of the acceptance of credit by examination policy is to award academic credit for students who demonstrate a good mastery of a certain subject area.

The acceptance of credit by examination policy ensures that the university employs sound and acceptable practices for awarding academic credit.

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## Who Should Know This Policy

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- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

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## Policy Description

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The acceptance of credit by examination policy allows for the award of academic credit through examination results such as to students demonstrating superior achievement in Advanced Level General Certificate of Education (A-Level), Advanced Placement (AP) and International Baccalaureate (IB). The main purpose of this policy is to ensure that the assignment of academic credit at Qatar University conforms to commonly accepted practices in higher education.

This policy allows students who demonstrate mastery of college level course material in certain subject areas to obtain academic credit that may count towards completing their degree requirements.

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## Policy Statements

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1. Academic credit may be awarded for exams completed prior to admission into Qatar University.
2. First Year applicants, Transfer applicants, and currently enrolled QU students are eligible to apply for credit by examination.
3. Academic credit is to be awarded based on equivalencies approved by the Vice President and Chief Academic Officer and recorded in the “Acceptance of Credit by Examination” tables.
4. The Acceptance of Credit by Examination tables are to clearly identify the courses or academic activities for which students may be awarded credit based on their results and define the minimum requirements for awarding credit.
5. The Acceptance of Credit by Examination tables are to be revised at least once every academic year based on a careful review of related material.
6. Any update to the tables including minimum exam result requirements and the academic credit to be awarded is to be approved by the Vice President and Chief Academic Officer based on recommendations from the relevant college, departments, and committees before its implementation and inclusion in the Acceptance of Credit by Examination tables.
7. A maximum of 24 credit hours may be awarded to a student based on this policy.
8. Students admitted to Qatar University may, after consulting their academic advisor, apply for the award of credit as appropriate to their degree program through the Registration Department at QU.
9. Students applying for the award of credit should have the pertinent organization (IBO, College Board, Cambridge) directly forward their scores to the Registration Department at QU.
10. Credit is posted to the student academic record once appropriate scores are received and the student has officially enrolled at QU.
11. A specific letter grade is to be used in the student transcript to identify credit awarded based on this policy.
12. Credit awarded based on this policy may not be used in calculating the student GPA.