

FE Transfer Student Policy

Approved by the FE Council of Chairpersons in its meeting on Monday, February 13, 2017.

The Faculty of Engineering at Notre Dame University accepts transfer students, if places are available, and subject to the eligibility conditions stipulated in this policy. The transfer credit evaluation shall follow the procedures and deadlines as detailed in this policy.

A. Transfer Students from Accredited Faculties of Engineering

A.1. Eligibility

Transfer students are eligible to be accepted to pursue their studies in one of the majors in the Faculty of Engineering if they fulfill all the conditions below:

- a- They were enrolled in an accredited Faculty of Engineering. For universities in Lebanon this means a MEHE (Ministry of Education and Higher Education)-approved Faculty of Engineering (كلية هندسة). For universities abroad this means an institution accredited by ABET or similar board accepted by the Lebanese Ministry of Education and Higher Education.
- b- They have completed a minimum of 12 credits at their institution with a cumulative GPA of 2.7/4.0 or higher. For students from French or European system universities, they need to have successfully completed a minimum of one academic year with an average of 70/100 or higher.
- c- They are eligible to continue their studies at their home institution. Students who are subject to disciplinary actions will not be accepted as transfer students. Students from French-system universities who are not allowed to continue their studies at their institution (i.e. receive a “Non-Admis” status in their last semester) will not be accepted as transfer students. Official letters or other documents affirming their good academic and disciplinary standing as indicated above may be requested from the institution from which the student is transferring.
- d- Students should submit a statement certifying the number of years spent at their home institution.

A.2. Transfer Credit Evaluation

Transfer students can receive credits for NDU courses listed under the Liberal Arts Curriculum (LAC) and Free Elective categories of the NDU contract sheet. In order to ensure that the student has achieved the needed outcomes and objectives specified by the concerned Department, the Faculty of Engineering reserves the right not to give transfer credits for courses listed under the Core Requirements, Major Requirements and Major Electives categories even if the student has taken similar courses at his/her home institution.

B. Transfer Students from Non-Engineering Majors at Accredited Institutions

B.1. Eligibility

The Faculty of Engineering accepts transfer students from science/architecture majors at accredited universities provided that:

- a. They have completed a minimum of 12 credits of Mathematics/Physics/Chemistry courses at the sophomore level or higher with a total GPA of 3.0/4.0 minimum.
- b. They have a cumulative GPA of 2.7/4.0 or higher. For students from French or European system universities they need to have successfully completed a minimum of one academic year with an average of 70/100 or higher.

- c. Same restrictions apply as in A.1.c and A.1.d above.
- d. Students from non-“science/architecture” majors are not accepted as transfer students. They can apply as new students; no transfer of credits can be given.

B.2. Transfer Credit Evaluation

Transfer students can receive credit for NDU courses listed under the Liberal Arts Curriculum (LAC) and Free Elective categories of the NDU contract sheet. The Faculty of Engineering reserves the right not to give transfer credits for courses listed under the Core Requirements category, even if the student has taken similar courses at his/her home institution. The courses listed under the Major Requirements and Major Electives categories cannot be considered unless they were taken in an ABET-accredited program.

C. Procedures and Deadlines

- a- Submission of admission application with official transcripts, course descriptions and syllabi for all courses that the student wants to be considered for transfer credit evaluation before June 1st for fall admission and December 1st for spring admission. All documents should bear the official stamp of the university that the student is transferring from.
- b- Submission of any missing documents as requested by the concerned department before July 15 for fall admission and January 15 for spring admission. After these dates no additional documents can be considered for transfer credit evaluation.
- c- Students transferring from universities where English (or French) is not the language of instruction should submit certified English translations of all documents mentioned previously and this by the stated deadlines.
- d- Only courses with a grade of B (or 70/100 for students from French or European system universities) or higher can be considered for transfer.
- e- A transfer credit evaluation will be done by the concerned Department (based on the submitted transcripts and course descriptions, catalog, etc.) and presented to the transfer student within one month from the submission of all the needed documents as indicated above. The transfer student should indicate his/her approval of the transfer credit evaluation by signing the transfer credit form within one week from receiving the form. No further claim for transfer credits will be accepted after that date.
- f- Once the student accepts the transfer credit evaluation and signs the transfer credit form, a copy is sent to the Admissions Office for implementation.
- g- Transfer students need to fulfill all other requirements of the NDU Admissions Office and the Faculty of Engineering concerning their application, such as English entrance exams, Lebanese Bacc. II equivalence, etc.
- h- In order to receive their degree from NDU, transfer students need to fulfill the residency requirement and all other graduation requirements as indicated in the NDU catalog.
- i- Transfer students coming from non-American systems of education may have to take LAC courses if not taken at home university.

Notes:

- 1- This policy shall be effective as of the spring semester 2017.