

## OFF CAMPUS SUMMER COURSES – REQUEST FOR PERMISSION

*The following applies to matriculated K-TECH students seeking permission to take summer courses at another accredited college/university and apply them to their K-TECH program of study. Students must obtain permission from Department Chair responsible for the K-TECH course equivalent to the summer course.*

- Transfer credit may be granted only for courses completed at other colleges or universities accredited by the Ministry of Higher Education (MOHE) in the State of Kuwait.
- Prior to registering for courses at the host college/university, students must complete this form and submit it to the Office of the Registrar by end of the last week of the Spring semester classes. The following documents must be attached to the form:
  1. The contact hours and duration of the summer term at the host college/university.
  2. The catalog or course description of courses to be taken at the host college/university.
- Students must be in good academic (at the end of the current semester) and disciplinary standing to be granted permission to take courses at another institution.
- Courses are transferable only if equivalent or comparable to K-TECH courses and applicable to the student's intended program of study at K-TECH. Credit and contact hours of course(s) taken at another college/university must be equal to or greater than the credit/contact hours required for equivalent course(s) offered by K-TECH.
- Only those courses for which students receive "C-" grades or better will be considered for transfer. Credit for Short Term courses are not to be transferred from another college/university. Courses with pass/fail grades will not be eligible for transfer.
- Summer courses completed outside K-TECH will become part of the student's official record, but grades will not be placed on the transcript nor used in determining the student's cumulative grade point average (GPA).
- Students who matriculated at K-TECH as freshmen and completed 15 residence credits hours may transfer a maximum of 10 non-residence credit hours. Students who matriculate with fewer than 10 transfer credits hours may transfer additional non-residence credit hours to complete the remaining of the 10 pre-matriculation credit hours.
- The language of instruction of the course(s) taken at the host college/university must be English.
- Students may not take the same course at another college/university which they have already received credit for completing at K-TECH.
- Students may not transfer courses from another college/university when the equivalent course is offered during the same summer semester at K-TECH.
- For all courses with a laboratory component at K-TECH, both lecture and laboratory must be taken concurrently at the host college/university.
- Students will not be able to register in courses at K-TECH if the prerequisite has been taken at the host college/university until the official transcript is submitted.
- PUC Scholars are financially responsible for summer tuition fees.
- It is the students' responsibility to follow the admission and registration procedures at the host college/university.
- Upon completion of the course(s), a student must submit to the Office of the Registrar an official sealed transcript from the host college/university. For foreign institutions, students must obtain MOHE verification of transcript.

***My signature indicates that I have read and understand the above terms. I fully understand that if these conditions are not fulfilled, credits will not be transferred.***

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STEP 1: TO BE COMPLETED BY STUDENT:**

Complete the following information and return this form with a COURSE DESCRIPTION ATTACHED FOR EACH COURSE you are interested in taking. You will be notified in writing of the decision one week after submitting the request.

Student Name: \_\_\_\_\_ K-TECH ID: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sponsor: ☐ PUC ☐ Private ☐ Other (specify) \_\_\_\_\_

Academic Program: ☐ Information Technology ☐ Business Management

Major: ☐ NSAS ☐ NDA ☐ SAP ☐ WAP ☐ MIS ☐ S&M ☐ E-Com

Total number of credits completed before you take the requested course: \_\_\_\_\_

Cumulative GPA to date: \_\_\_\_\_

Are you on academic or disciplinary probation: ☐ Yes ☐ No

Name of college/university you wish to attend: \_\_\_\_\_

Summer term student is requesting to take course(s) at the host college/university: 20 \_\_\_\_\_

Did you attach the course description for the host college/university? ☐ Yes ☐ No

**STEP 2: K-TECH APPROVAL OF COURSES AT HOST COLLEGE/UNIVERSITY:**

Courses at Host University/College				Equivalent K-TECH Courses			
#	Course No.	Course Title	Cr.	Course No.	Course Title	Cr.	Dept. Chair of equivalent K-TECH course Signature & Date
1							
2							

**STEP 3: VICE PRESIDENT OF ACADEMIC AFFAIRS APPROVAL:**

☐ Approved ☐ Not Approved

Vice President of Academic Affairs Signature (VPAA): \_\_\_\_\_ Date: \_\_\_\_\_

**Note to the host college:** Signature and approval of the VPAA at the Kuwait Technical College (K-TECH) indicates that the student has permission to take the course and apply it to the specified curricular area as long as all conditions of transfer are met and the student's program study has not changed.

**REGISTRATION OFFICE USE ONLY**

Received by:		Head of Admission & Registration
Name & Signature: _____		Signature: _____
Date: _____		Date: _____

Copy to the following:

- Student
- Department Chair
- Office of Academic Affairs