

How To Get Courses Counted?

Process Steps	Document to be Used
Step 1: The student applies to the Department Secretary with a request for counting course.	<ul style="list-style-type: none">- Petition- Transcript and certified course description from the university where the course was taken
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Step 3: If the Department finds the request appropriate, it sends the Course Adaptation Table to the School of Graduate Studies.	<ul style="list-style-type: none">- Transfer Adaptation Table
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Step 4: The Graduate School Administrative Board makes its decision after discussion.	
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Step 5: The decision is sent to the Student Affairs Office for processing by the School of Graduate School.	<ul style="list-style-type: none">- Decision of the Graduate School Administrative Board- Transfer Adaptation Table
Note: Courses taken from another graduate program of the University or another university within in the last five years considered provided that it has been achieved successfully previously .In this case, course exemption cannot exceed 65% of the total credit load required by the program.	