

UNDERGRADUATE STUDENT APPROVAL OF TRANSFER CREDIT

Student's Name: _____ LIN # _____

College: _____ Major: _____ Advisor: _____

I wish to attend/have attended: _____ during _____
Name of other College/University semester (e.g. 2015 Summer)

I request credit for the following course in place of the approved course at Lehigh University:

Host College

Course Number & Title: _____ Host Credits: _____

Lehigh Equivalent

Course Number/Title*: _____ Lehigh Credit _____

*Determined by related academic department at Lehigh

Length of course in Weeks: _____ Is this course fully online*: YES / NO

*Online courses require the submission of a syllabus

Is this course Study Abroad? If so, the Lehigh Abroad office must initial: _____ Date: _____

For Summer or Winter courses: Start Date: _____ End Date: _____

Please attach the course description, calendar and schedule before seeking department approval (see reverse side).

Transfer of credit from other institutions is the responsibility of the Registrar. Any students planning to take work at other institutions in the United States or elsewhere should initially check with the Registrar on policies and procedures. Full-time students may not be concurrently enrolled at any other institution, except for the LVAIC Consortium cross-registered courses, without the advanced approval of the Committee on the Standing of Students. Transfer of grades from institutions, other than the LVAIC Cross Registration system, is not possible.

- Pass/Fail courses are not acceptable for transfer.
- Courses taken where a grade lower than a "C" has been earned will not transfer. ("C-" or below will not transfer)
- Transfer courses CANNOT be used to delete a prior "D" or "F" grade from your cumulative grade point average at Lehigh University. Transfer grades are NOT calculated in the Lehigh GPA.
- **Credits transferred to Lehigh can not exceed the number of credits taken at the host institution. All credit is limited to the maximum number offered at Lehigh.** Courses taken on the quarter system with have credit granted on a 3 to 2 ratio.
- No credit will be granted for a course in which the student has already received credit for its equivalent at Lehigh.
- No credit will be granted for continuing education units courses, correspondence, independent study, without advanced permission of the Standing of Student's Committee.
- Courses must be taken at an institution that is accredited by one of the six regional associations.
- A maximum of 4 course (with no more than 2 concurrent at any time), may transfer to Lehigh in any summer term.
- Registrar will determine the number of credit hours awarded upon receipt of the official transcript

I confirm that I have read the policies above and on the back and understand that they govern my requested course credit transfer:

_____ Student Signature

_____ Date

Lehigh Academic Department Chairperson Approval:

Approving Official (print): _____ Recommendation: _____
(Approve/Deny)

Signature: _____ Date: _____

FINAL APPROVAL OF TRANSFER CREDIT IS GRANTED BY THE REGISTRAR'S OFFICE

Registrar's Office : _____ Date: _____ Action: _____

LENGTH OF COURSE DOCUMENTATION

Any student presenting a course for approval that is less than 3 weeks must provide additional documentation, including the course begin and end dates (including when grade will be awarded), approval of course length from the department chair in the appropriate department at LU, and proof of a minimum of 15 contact hours per credit hour. The course must be part of the host institutions regular curriculum and acceptable as credit towards the host's baccalaureate degree in order to be eligible for evaluation.

PROCEDURES

This form is to be used for advanced approval of undergraduate courses to be taken in the U.S., and for Study Abroad courses outside of the regular Fall and Spring Semesters. (This form **should not** be used for Study Abroad credit during regular semesters. Consult the Study Abroad Office for the proper procedures.)

Please complete one form for each course that you wish to transfer into your Bachelor's degree program.

Only those courses listed and approved on this form will transfer. Any student taking courses different from those listed without seeking prior approval risks eligibility of the credit transfer.

Secure the recommendation of the appropriate department chairperson at Lehigh for each course listed and return this form to the Office of the Registrar. Approval of the department is a recommendation and the final authority is the Registrar.

Online courses require the submission of the syllabus for the semester and section of the course you are taking. Generic college/university syllabi that do not include the course requirements/structure are not sufficient for review by the Registrar's Office.

UPON COMPLETION, YOU MUST HAVE AN OFFICIAL TRANSCRIPT SENT TO:

LEHIGH UNIVERSITY
Office of the Registrar
27 Memorial Drive West
Bethlehem, PA 18015

INFORMATION FOR UNDERGRADUATE STUDENTS CONSIDERING A LEAVE OF ABSENCE

Leave of Absence: Students who will be taking some time away from Lehigh University with the intention of returning must also complete a Leave of Absence form through the Dean of Student's website. The Leave of Absence form must be submitted prior to the leave for any credit to be counted when the student is readmitted. In circumstances where the leave is to study abroad, the student must study through the approved programs and processes of Lehigh Study Abroad Office.