Departmental Transfer Credit Policies

- Transfer of credit from other institutions is the responsibility of the Office of the Registrar. Any students planning to take work at other institutions in the United States or elsewhere should initially check with the Office of the Registrar on policies and procedures. A detailed policy can be found on the [transfer credit form](mailto:). Please note that incomplete submissions will not be reviewed.
- All transfer credit requests must include the course syllabus, as well as the [transfer credit form](mailto:).
- Before enrolling in a course outside of Lehigh University, you must first obtain departmental and registrar approval.

DEPARTMENT OF ACCOUNTING:

The Department of Accounting does not accept transfer credit for any ACCT course.

DEPARTMENT OF ECONOMICS:

The Department of Economics does not accept credits from courses taken at institutions not deemed to be at least equivalent to Lehigh University. As a broad guideline, the following will not be accepted: courses taken at community colleges (except by graduates of a community college transferring into Lehigh under one blanket in pursuance of an articulation agreement between Lehigh and the community college), at branch campuses of state colleges, or online. With the possible exception of courses taken under an approved Lehigh study abroad program, courses taken at foreign institutions will only be considered if they are taught entirely in English.

Credits for courses that have close substitutes offered by our department will, if approved, be transferred correspondingly; courses that have no close substitutes may be transferred as special topics and will be evaluated on a case-by-case basis. Credit transfer for Eco 001 will only be accepted if the course taken elsewhere covers both micro and macro; a principle course in micro only or in macro only will be given 2 credits for Eco 099 (Special Topics). If students have taken two separate courses, one in micro and one in macro, and apply to transfer both, a total of 6 credits, 4 for Eco 001 and 2 for Eco 099, will be given in approved cases.

Those seeking credit transfers should email a transfer credit form and the course syllabus to Professor Ernest Lai, who would contact the student after a decision has been made.

PERELLA DEPARTMENT OF FINANCE (INCLUDES LAW):

The Perella Department of Finance will accept credit for FIN 125 (Introduction to Finance) on a case-by-case basis upon review by the Department Chair. For 300-level finance courses, the Perella Department of Finance will only accept transfer credits from either the University of Pennsylvania (Wharton) or the London School of Economics. Please submit your transfer credit form and course syllabus to Jeanne Monnot, Department Coordinator, in RBC 471.
DEPARTMENT OF MANAGEMENT (INCLUDES BUSINESS INFORMATION SYSTEMS AND SUPPLY CHAIN MANAGEMENT):

Students seeking transfer credits for courses that fall within the Department of Management (i.e., MGT, SCM, BIS and ENTP courses) are encouraged to obtain as much information as possible about the course they wish to transfer. Please submit your transfer credit form and course syllabus, including textbook information, to Patti Lawrence, Department Coordinator, in RBC 372. The Department of Management does not accept transfer credits for BIS 111 (Introduction to Information Systems), but allows students to transfer at most one BIS 300 level course.

DEPARTMENT OF MARKETING:

The Department of Marketing does not accept transfer credits for MKT 111 (Principles of Marketing), MKT 311 (Consumer Behavior), MKT 312 (Marketing Research), or MKT 387 (Marketing Strategy). To allow some flexibility, the Department of Marketing allows students to transfer one marketing elective course. However, credit will not be transferred from coursework at institutions that are not AACSB or EQUIS accredited or from institutions (or faculty) not deemed as equivalent to Lehigh University. Approval of transfer credit is at the discretion of the Department Chair. Please submit your transfer credit form and course syllabus to Nicole Carl, Department Coordinator, in RBC 360.

FOR ANY BUS COURSES:

Please submit any transfer credit requests (including the transfer credit form and syllabus) for business courses that do not fall under one of these five departments to Assistant Dean Emily Ford in the CBE Undergraduate Programs Office, RBC 395.

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