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.
- All transfer credit requests must include the course syllabus, as well as the transfer credit form. Please note that incomplete submissions will not be reviewed.
- Before enrolling in a course outside of Lehigh University, you must first obtain departmental and registrar approval.

DEPARTMENT OF ACCOUNTING:

The Department of Accounting accepts transfer credits only for ACCT 151 (Introduction to Financial Accounting) and ACCT 152 (Introduction to Managerial Accounting). All 300-level accounting courses must be taken at Lehigh University, and none are eligible for transfer credit from any U.S. or international accredited institutions. Online, distance education, and courses taken at international institutions are not eligible for transfer credits.

Please submit the following documentation:

1. A completed transfer credit form.
2. A printed copy of the other institution’s detailed week-by-week syllabus, along with all the homework assignments/projects of the proposed course, as well as the grading policy. The course syllabus must be from the semester or summer term in which you are planning to take the course. A course syllabus from a different instructor or previous semester is not acceptable.
3. A printed copy of the detailed table of contents of the book that will be used in the proposed course.

All of this documentation should be submitted in person to Terry Muniz, Academic Coordinator, in the Department of Accounting, RBC 340. Do not email any of this information either to the Department Chair or Academic Coordinator. If you are unable to submit your request in person, please fax your documentation to the attention of the Academic Coordinator, Department of Accounting, at 610-758-5992. A decision will be provided within 10 business days of receiving your completed request. Should you require additional information, please stop by RBC 340.

DEPARTMENT OF ECONOMICS:

The Department of Economics does not accept credits from courses taken at institutions not deemed as at least equivalent to Lehigh University. For example, courses taken at community colleges (unless by graduates of a community college transferring into Lehigh under a transfer agreement between Lehigh and the community college), at branch campuses of state colleges, or online will not be accepted. 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 be, if approved, transferred correspondingly; courses that have no close substitutes offered by our department 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 99 (Special Topics). If students have taken two separate courses, one in micro and one in macro, and apply to transfer them both, a total of 6 credits, 4 for Eco 001 and 2 for Eco 99, will be given in approved cases.

Students seeking credit transfers should submit a transfer credit form and course syllabus to Professor Ernest Lai.

**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.

*Updated April 2018*