

**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. 2010 Summer)

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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 \_\_\_\_\_

Length of course in Weeks: \_\_\_\_\_ is this course fully on line: YES / NO

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).**

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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 Signed

Dept. Approval /  
Adviser Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommendation & Signature

**Questions about these policies should be directed to the Registrar's Office**

Registrar Office : \_\_\_\_\_ Date: \_\_\_\_\_ Action: \_\_\_\_\_

Recorded in Banner: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## LENGTH OF COURSE DOCUMENTATION

Any student presenting a course for approval that is less than 5 weeks or 22 class meetings must provide additional documentation. The calendar for the course begin and end dates (including when grade will be awarded), approval of the department chair in the appropriate department at LU, proof of a minimum of 15 contact hours per credit hour, part of the host institutions regular curriculum and acceptable as credit towards the hosts baccalaureate degree.

## PROCEDURES

This form is to be used for advanced approval of undergraduate courses to be taken in the U.S. or Study Abroad outside the regular Fall and Spring Semesters.

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

This form **should not** be used for Study Abroad credit during regular semesters. Consult the Study Abroad Office for the proper procedures.

Only those courses listed and approved on this form will transfer. Any student taking courses different from those listed, or not seeking prior approval, risk having the course not be eligible for transfer credit.

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.

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 the Leave of Absence form. The Leave of Absence form must be submitted prior to the leave for any credit to be counted when the student is readmitted. This form is available on the Dean of Student's web site. In circumstances where the leave is to study abroad the student must study through the approved programs and processes of Lehigh Abroad Program Office.