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

GRADUATE Student
APPROVAL OF TRANSFER CREDIT

Student’s Name: ___________________________ LIN # ___________________

Degree: _______ College: _______ Major: _______ Advisor: ____________________

I wish to attend: ___________________________ during the ________________
(eg. Summer, 2010) semester and take the following course in place of the approved courses at Lehigh University.

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Host College
Course Number & Title: ___________________________ Host Credit ______

Lehigh Equivalent: ___________________________ Lehigh Credit ______ *

Grad Program Coordinator/Adviser: _______________________ Date: ______________

Dept. Approval Signature: _________________________ Date: ______________

* The Registrar will determine the number of credit hours awarded upon receipt of the official transcript.

Transfer of credit from other institutions is the responsibility of the registrar. Any graduate 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 without prior permission. Transfer of grades from other institutions is not possible.

• Pass/Fail courses are not acceptable for transfer.
• Transfer credit CAN NOT be used towards a doctoral degree.
• Courses must be taken with graduate student status, courses taken with a limited/non degree seeking post baccalaureate status are not eligible.
• Courses must be designated at the graduate level and not have been used toward any prior degree.
• Advanced undergraduate courses are not eligible for graduate degree credit.
• Only grades of “B” or higher will transfer (“B-” or below will not transfer).
• Students may receive credit at Lehigh, equivalent to that which was granted as indicated on the host institution’s transcript, up to the number of credits for the equivalent course at Lehigh. Courses taken on the quarter system will have credit granted on a 3 to 2 ratio.

Questions should be directed to the Registrar’s Office.

I have read the policies above.

Student’s Signature: _________________________ Date: ______________
**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 and Registrar’s websites.

**Transfer credits (Graduate)**

With the approval of the registrar, department chair(s) offering commensurate courses and the student's department chair, the following number of credits may be transferred to Lehigh Master's degree program.

1. Up to nine credits for programs of 36 credits or less
2. Up to twelve credits for programs of 37 to 48 credits
3. Up to fifteen credits for programs of 49 to 60 credits

To be eligible for credit towards a Lehigh Master’s program (Master’s program must be submitted and approved before transfer credit is assigned), all transferred courses must:

1. Have been taken at the graduate level
2. Have been completed within four years of first enrollment into a Lehigh graduate program
3. If from a U.S. institution, that institution must be accredited by one of the six regional accrediting associations: Middle States Association of College and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, and Western Association of Colleges and Schools.

Certain colleges or degree programs may have more restrictive policies with regard to the number of transferable credits or eligibility of courses.

This transfer credit approval form must be submitted to the Registrar with course descriptions and an official transcript, as well as a departmental recommendation(s). Students may also be asked for a statement from their former institution stating that the course has not been used toward a prior degree.

**PROCEDURES**

This form is to be used for advanced approval of graduate courses to be taken.

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.

After the course is completed, you must have an OFFICIAL transcript sent to: Office of the Registrar, Lehigh University, 27 Memorial Drive West, Bethlehem, PA 18015.