

Graduate Course Credit Transfer Petition

Student Name: _____ LIN # _____

Department: _____ College: _____

Degree sought: _____ Adviser: _____

I wish to attend/have attended _____ during _____
name of other college/university semester (e.g., Summer 2015)

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

Course number and title at other college or university: _____ # of credits: _____

Lehigh course number/title to be replaced by requested course: _____ Registrar's decision on # of Lehigh credits:

Lehigh University Faculty policy for transfer credit towards a graduate degree:

Transfer of credit from other institutions is the responsibility of the registrar. 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. **Graduate students currently enrolled at Lehigh may *not* be concurrently enrolled at any other institution without *prior* permission from the Standing of Graduate Students (SOGS) Committee.** Transfer of final course marks from other institutions is not possible; only the approved credits transfer.

- Pass/Fail courses are not acceptable for transfer.
- Credits may not be transferred toward a Lehigh doctoral degree.
- 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 courses for which the student received a final mark of "B" or higher will transfer. Courses for which the student received a final mark of "B-" or below will not transfer.
- Students may receive credit at Lehigh equivalent to that which was granted as indicated on the transcript of the other college/university, but only up to the number of credits for the equivalent course at Lehigh. Courses taken on the quarter system have credit granted on a 3-to-2 ratio, producing a whole number for the transfer credits (for example, 10 quarter credits of approved coursework become 6 credits at Lehigh, not 6.67).
- Please see the back of this form for additional policies that limit how many credits may be transferred.
- The Registrar determines the number of credit hours awarded upon receipt of the official transcript.

If you have any questions about these policies, please contact the Registrar's Office.

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 (above)

Date signed

Grad Program Director/Adviser:	Name	Date	Recommendation & signature
Department Chair:	Name	Date	Recommendation & signature
Grad Associate Dean:	Name	Date	Recommendation & signature
Registrar:	Name	Date	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>

Comments:

Additional Graduate Degree Transfer Credit Policies/Limitations

Student petitions meeting the standards listed on the front are also bound by the following five limitations on course transfers into a Lehigh Master's degree program. Any request for more than six credits must be submitted with a filled out Masters Degree Program form with all appropriate approvals.

1. The maximum number of credits that may transfer in is determined by total number of credits in master's program:
 - Up to 6 credits for programs within the College of Education
 - Up to nine credits for programs of 36 credits or less
 - Up to twelve credits for programs of 37 to 48 credits
 - Up to fifteen credits for programs of 49 to 60 credits
2. To be eligible for credit towards a Lehigh master's program all transferred courses must:
 - Have been classified as graduate-level courses at the time taken.
 - Have been completed within four years of first enrollment into a Lehigh graduate program
 - If taken in the U.S., be offered by a U.S. institution and 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.
3. To be eligible for transfer, courses from an international institution must be offered by a post-baccalaureate degree-granting institution. Credit will be evaluated on an individual basis.
4. Certain colleges or degree programs may have more restrictive policies with regard to the number of transferable credits or eligibility of courses.
5. Students must submit to the Registrar (a) the completed *Graduate Course Credit Transfer Petition* form, (b) an official course description from the institution at which the course to be transferred is offered, and (c) an official transcript. Students may also be asked to provide a statement from the institution offering the course confirming that the course has not been used toward a prior degree.

NOTE: Only those courses listed and approved through use of this form will transfer. Any student who takes a course different from the one listed on the approved form, risks having that course not be eligible for transfer credit.

PROCEDURES

1. Complete one form for each course that you wish to transfer into your master's degree program.
2. Complete **all parts** of the front of this form and secure the necessary signatures. (Please note: Departmental recommendations are used to inform the Registrar's decision, but the Registrar is the university's final authority.)
3. Submit the completed petition form to the Office of the Registrar, along with all attachments.
4. Once a course has been completed, you must request that an OFFICIAL transcript be sent to:
Office of the Registrar, Lehigh University, 27 Memorial Drive West, Bethlehem, PA 18015

Information for Current Graduate Students considering leaves of absence

Graduate students are eligible to petition for up to a two-year leave of absence from Lehigh for circumstances beyond their control. **The assumption is that graduate students who take a leave of absence from Lehigh will not be taking coursework toward their degree at another institution of higher education during that leave.** This assumption is reflected in the fact that the time-to-completion-of-degree is extended by the length of the leave of absence. Thus, if you plan to take coursework at another institution while on a leave of absence, please discuss your situation with your adviser and recognize that you would need to:

1. Secure approval to take coursework toward your degree while on leave.
2. Receive *advance* approval (using this form) before taking any such coursework.
3. Follow all procedures listed above.

Direct questions about leaves of absence to: Kathleen Hutnik, Associate Dean for Graduate Life (kaha@lehigh.edu).

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

