

## GRADUATE COURSE CREDIT TRANSFER PETITION

Student Name: \_\_\_\_\_ LIN # \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Degree sought: \_\_\_\_\_ Advisor: \_\_\_\_\_

I wish to attend/have attended \_\_\_\_\_ during \_\_\_\_\_  
name of other college/university semester (e.g. Summer 2010)

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. Current graduate students 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 taken with graduate student status; courses taken under a limited/non degree seeking, continuing education, or simply 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 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 Coordinator/Adviser:			
	Name	Date	Recommendation & signature

Department Chair:			
	Name	Date	Recommendation & signature

Associate Dean:			
	Name	Date	Recommendation & signature

Registrar:			Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
	Name	Date	Action

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 the total number of credits in the master's program:
  - 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 graduate program all transferred courses must:
  - Have been taken at the graduate level
  - 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 by 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 on this form will transfer. Any student taking a course different from the one listed, risks having the 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 final authority for the university.)
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. Graduate students who take a leave of absence from Lehigh may not take coursework toward their degree at another institution of higher education during that leave without prior permission. If you plan to take coursework at another institution while on a leave of absence, please discuss your situation with your advisor and recognize that you would need to:

1. Secure prior approval to take coursework toward your degree while on leave. (Use this form)
2. Follow all procedures listed above, including approval of the Standing of Graduate Students (SOGS) Committee.

Direct questions about leaves of absence to Kathleen Hutnik, Director of Graduate Student Life ([kaha@lehigh.edu](mailto:kaha@lehigh.edu)).

**LEHIGH UNIVERSITY  
OFFICE OF THE REGISTRAR  
27 MEMORIAL DRIVE WEST  
BETHLEHEM, PA 18015**

2/2012

