

**Lehigh University Summer Study Abroad**

32 Sayre Drive, Coxe Hall

Bethlehem, PA 18015

Phone: 610-758-3351 - Fax: 610-758-5156

Email: studyabroad@lehigh.edu

**APPROVAL OF TRANSFER CREDIT**

Student's Name: \_\_\_\_\_ I.D. # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Class: \_\_\_\_\_ College: \_\_\_\_\_ Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

I wish to attend (college): \_\_\_\_\_

During the \_\_\_\_\_ (eg. Summer 2008) semester and take the following courses in place of the approved Lehigh University courses.

\*\*\*\*\*

Host College  
Course Number and Title: \_\_\_\_\_ Host Credit: \_\_\_\_\_

Lehigh Equivalent: \_\_\_\_\_ Lehigh Credit: \_\_\_\_\_\*

Department Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* The number of Lehigh credit hours awarded is the responsibility of the registrar. Final determination will be made upon receipt of an official transcript.

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Host College  
Course Number and Title: \_\_\_\_\_ Host Credit: \_\_\_\_\_

Lehigh Equivalent: \_\_\_\_\_ Lehigh Credit: \_\_\_\_\_\*

Department Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* The number of Lehigh credit hours awarded is the responsibility of the registrar. Final determination will be made upon receipt of an official transcript.

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**I have read the instructions and understand the policies on the reverse side. Questions should be directed to the Registrar's Office.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PROCEDURES**

This form is to be used for advanced approval of courses to be taken. If it is used for courses previously taken, please note the year/semester on the front of this form.

This form should only be used for *SUMMER STUDY ABROAD* credit. Consult the Study Abroad Office for the proper procedures.

Secure the recommendation of the appropriate department chairperson at Lehigh for each course listed and return this form, with your application to the Study Abroad Office, who will then forward it to 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.

## **SPECIAL REMINDERS**

- Pass/Fail courses are not acceptable for transfer.
- Courses taken at a two year or four year institution where a grade lower than a “C” has been earned will not transfer. (C- or below will not transfer).
- Transfer courses may not 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.
- Only those courses listed and approved on this form will transfer. Any student taking courses different from those listed may risk having the course not be eligible for transfer credit.
- No student may receive more credit at Lehigh than was granted on the other institution’s transcript. Courses taken on the quarter system will have credit granted on a 3-2 ratio, no partial credit will be awarded. The student will receive credit equivalent to the number of credits indicated on the transcript, up to the number of credits for the equivalent course at Lehigh. The registrar has the final authority for the amount of credit awarded toward a Lehigh degree.
- 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 unit courses, courses taken on-line, January or intersession courses, correspondence, independent study, or any course less than 5 weeks and/or 15 contact hours per credit without approval of a petition to the Standing of Students Committee.
- Courses taken while in high school may require additional documentation. All questions should be directed to the registrar.
- Courses must be taken at an institution that is accredited by one of the six regional associations.