



## Departmental Transfer Credit Policies

- Transfer of credit from other institutions is the responsibility of Registration and Academic Services. Any students planning to take courses at other institutions in the United States or elsewhere should initially check with Registration and Academic Services on policies and procedures. A detailed policy can be found on the [transfer credit form](#).
- All transfer credit requests must include the course syllabus, as well as the [transfer credit form](#). **Please note that incomplete submissions will not be reviewed.**
- Before enrolling in a course outside of Lehigh University, you must first obtain departmental and registrar approval.

### DEPARTMENT OF ACCOUNTING:

The Department of Accounting does not accept transfer credit for any ACCT course.

### DEPARTMENT OF ECONOMICS:

The Department of Economics will only accept credits from courses taken at institutions deemed to be at least equivalent to Lehigh University. Approval must be given before the course is taken.

Note that credit transfer for Eco 1 will only be accepted if the course taken elsewhere covers both micro and macro; a principles course in micro only or in macro only will be given 2 credits for Eco 99 (Special Topics). If students have taken two separate courses, one in micro and one in macro, and apply to transfer both, a total of 6 credits, 4 for Eco 1 and 2 for Eco 99, will be given in approved cases.

The following will NOT be accepted: online courses; courses taken at community colleges (unless these community-college graduates are transferring into Lehigh under an articulation agreement between Lehigh and the community college); and courses taken at branch campuses of state colleges.

Credits for courses that have close substitutes offered by the Economics Department will be transferred correspondingly; courses that have no close substitutes may be transferred as “Special Topics” and will be evaluated on a case-by-case basis. Courses taken at foreign institutions will only be considered if they are taught entirely in English, with the possible exception of courses taken under a Lehigh approved study-abroad program. For economics **majors** (with the possible exception of students attending a year-long Lehigh approved study-abroad program at an elite foreign institution) and **minors, no more than 50% of economics electives can be taken outside of Lehigh to fulfill the major or minor requirements.**

Incoming first-year students with questions about AP Economics or other Economics course transfer credit should contact Registration & Academic Services by emailing [ras@lehigh.edu](mailto:ras@lehigh.edu). For

in-depth information about the policies, please see the section “Incoming First-Year Students” [here](#). The First-Year Approval of Transfer Credit form may be found [here](#).

Current Lehigh students seeking Economics course transfer credit should contact the appropriate person and fill out the appropriate form, as indicated below:

- **Courses taken at US schools or schools outside the US during the summer.** After checking the policies above, please email the course syllabus and relevant documents to Prof. Judy McDonald ([djm0@lehigh.edu](mailto:djm0@lehigh.edu)) in the Economics Department, who will contact the student after a decision has been made. For in-depth information about the policies and a link to the form that must be completed, please [click here](#). The credit-transfer form may be found [here](#).
- **Courses taken at schools outside the US during the fall or spring semester.** If you are an Economics major, please contact Prof. Judy McDonald (see above). All others should contact the appropriate person in the [Study Abroad office](#). For study abroad policies and forms, please [click here](#).

#### **PERELLA DEPARTMENT OF FINANCE (INCLUDES LAW):**

The Perella Department of Finance will accept credit for FIN 125 (Introduction to Finance) on a case-by-case basis upon review by the Department Chair. For 300-level finance courses, the Perella Department of Finance will only accept transfer credits from either the University of Pennsylvania (Wharton) or the London School of Economics. Please submit your [transfer credit form](#) and course syllabus to Jeanne Monnot ([jsm6@lehigh.edu](mailto:jsm6@lehigh.edu)), Department Coordinator.

#### **DEPARTMENT OF MANAGEMENT (INCLUDES MANAGEMENT AND ENTREPRENEURSHIP):**

Students seeking transfer credits for courses that fall within the Department of Management (i.e., MGT and ENTP courses) are encouraged to obtain as much information as possible about the course they wish to transfer. Please submit your transfer credit form and course syllabus, including textbook information, to Patti Lawrence ([pll2@lehigh.edu](mailto:pll2@lehigh.edu)), Department Coordinator.

The Department of Management only accepts transfer credits from current Lehigh students **for courses in the College of Business core** (MGT 043; MGT 143; MGT 243; MGT 301) under select circumstances. Such circumstances may include when Lehigh does not offer the course (or an equivalent course) online in the summer or when the course is taken as part of a “semester abroad” in an AACSB or EQUIS accredited institution or program.

The Department of Management does not as a rule accept transfer credits **for the core courses in the Management Major** (MGT/ENTP 201; MGT/ENTP 302; MGT/ENTP 306, MGT 314, MGT/SCM 328; MGT 333; MGT 342; MGT 346; MGT 363). If special circumstances allow for a transfer of a MGT 200 or 300 level course, the department only allows one such transfer. Exceptions, for which pre-approval is required, include: when a student studies abroad for a semester in the regular program of an educational institution (not study abroad programs) and the course requested for transfer has been pre-approved by the Department.

## **DEPARTMENT OF DECISION AND TECHNOLOGY ANALYTICS (DATA):**

Students seeking transfer credits for BIS or SCM courses are encouraged to obtain as much information as possible about the course they wish to transfer (at a minimum, a full week-by-week syllabus must be provided). Please submit your [transfer credit form](#) and detailed course syllabus, including textbook information, to Patti Lawrence ([pll2@lehigh.edu](mailto:pll2@lehigh.edu)), Department Coordinator.

For BIS courses: courses must be from a LVAIC institution or an AACSB accredited institution or program. Courses taken at foreign institutions will only be considered if they are taught entirely in English, and students must obtain a study abroad signature and recommendation (approval) on the transfer credit form before submission to the department. Transfer credit for BIS courses is given only to College of Business students. Transfer credit for BIS 300 level courses is given only to BIS majors. At most one 300-level BIS course (3 credits) can be transferred for BIS majors.

## **DEPARTMENT OF MARKETING:**

The Department of Marketing does not accept transfer credits for MKT 111 (Principles of Marketing), MKT 311 (Consumer Behavior), MKT 312 (Marketing Research), or MKT 387 (Marketing Strategy). To allow some flexibility, the Department of Marketing allows students to transfer one marketing elective course. However, credit will not be transferred from coursework at institutions that are not AACSB or EQUIS accredited or from institutions (or faculty) not deemed as equivalent to Lehigh University. Approval of transfer credit is at the discretion of the Department Chair. Please submit your [transfer credit form](#) and course syllabus to Professor Sivakumar, Department Chair ([kasg@lehigh.edu](mailto:kasg@lehigh.edu)).

## **FOR ANY BUS COURSES:**

Please submit any transfer credit requests (including the [transfer credit form](#) and syllabus) for business courses that do not fall under one of these six departments to Assistant Dean Emily Ford ([eaf311@lehigh.edu](mailto:eaf311@lehigh.edu)) in the College of Business Undergraduate Programs Office.

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