

**Proposal: Temporary Transfer Rule, in Response to COVID-19 Situation**  
First Reading April 24, 2020

### 3.1.4 Transfer Credit

The University registrar has the final authority to determine whether to grant the advanced standing to students transferring from other schools and students already admitted who take work at other schools for transfer to Lehigh University. Credit transfer rules may vary for credits taken prior to matriculation versus those taken following matriculation.

A course taken at an institution in the United States other than Lehigh must meet the following conditions to be accepted for credit toward a Lehigh baccalaureate degree:

- 1) The course must be taken at a college or university that is accredited in the United States by one of the six regional accrediting associations.
- 2) The course must be a part of the normal undergraduate curriculum published in the host institution's catalog and be one that the host institution will accept for credit as part of its degree programs.
- 3) The course must require the equivalent of at least 14 contact hours per credit.
- 4) The course must not be a continuing education unit course, or have been taken by correspondence, or as an independent study.
- 5) In order to count for credit for a course in the Lehigh Catalog, the content of a course must be evaluated for equivalency and appropriate rigor by the appropriate Lehigh Department or College and must meet minimum standards for transfer credits as determined by the University Registrar. Transfer courses not equivalent to courses in the Lehigh Catalog, yet appropriate to the Lehigh curriculum and meeting other standards of 3.1.4, may be transferred as general credit (e.g., credit as 0XX, 1XX, 2XX, 3XX, as determined by rigor) toward the Lehigh degree. Online courses considered for transfer must be at least 3 weeks in duration for intercession and at least 5 weeks for summer.
- 6) The course must not have been taken as audit, ~~pass/fail or credit/no credit.~~
- 7) **Coursework undertaken between 1 January 2020 and 1 January 2021 in which the student received a non-letter grade analogous to a Pass, Satisfactory, or Credit on their transcript will be eligible for transfer and awarded appropriate credit at the discretion of the Registrar. All courses undertaken either before 1 January 2020 or after 1 January 2021 must not have been taken as pass/fail or credit/no credit.**

Exceptions to any of these conditions will be made only with prior approval of a petition to the Lehigh University Committee on the Standing of Students.

In addition,

- Courses to be taken at another institution for transfer credit by a student already admitted to Lehigh must be approved by the appropriate department beforehand.

- Grades from institutions other than those in the LVAIC system will not transfer. A grade transferred from an LVAIC college will not replace a grade earned in a Lehigh course and will not be calculated in the Lehigh GPA.
- Credit will not be granted for courses taken at other institutions in which a grade of C- or lower was received.
- Credit will not be given for a course taken at other institutions in which the student has already received credit for its equivalent at Lehigh.
- Credit will not be given for a course if used towards a bachelor or advanced degree at another university unless the joint program has been previously approved.
- A course taken at another institution will not be granted more credit at Lehigh than was granted by the other institution as shown on the student's transcript.

Students who have taken college level courses while in high school may petition the registrar to have this credit transferred, provided the enrolled section is comprised of both high school and college students. The petition must be submitted during the student's first year of study at Lehigh.

The registrar has the authority to accept the transfer of a specific number of credits for work done at the medical schools in Lehigh's combined-degree programs on a noncredit basis.

Advanced standing granted in accordance with the foregoing provisions may be applied in satisfaction of any curricular requirements in the College of Arts and Sciences and the College of Business, or in satisfaction of non-technical requirements in the P.C. Rossin College of Engineering and Applied Science. Such advanced standing may be applied toward technical requirements in the engineering curricula only by petition approved by the chairperson of the department concerned after consulting with relevant faculty.

No examination is required of students admitted with a baccalaureate degree from another college. Their programs of study for baccalaureate degrees are recommended by the appropriate department chairperson to the committee on standing of students for official approval and authorization.

Courses taken outside the U.S., either through an accredited American university program or at a foreign institution, will not be credited toward a Lehigh undergraduate degree unless that institution's program has been approved in advance by the Study Abroad Faculty Policy Board (a standing subcommittee of the Educational Policy Committee.) Determination of transfer credit for incoming freshmen and transfer students who have studied abroad before enrolling at Lehigh will be made by the university registrar.

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## Rationale:

The proposed temporary suspension of this R&P language will allow flexibility and a coherent response in a time of confused and potentially inconsistent record-keeping. Suspension will clarify Lehigh's approach if coursework was disrupted by COVID-19 events, and will also reduce the need for SOS petitions.

Many incoming First-Year Students and transfer students will have P's, S's, CR's, or some variation on their transcripts. Suspension of this language will authorize the Registrar to award appropriate credit if such designations appear on submitted transcripts. Courses that were audited will not receive credit (that is, the language referring to an audited course will not be included in the temporary suspension).

Some institutions have implemented a three-level system analogous to Lehigh's CR/DCR/NCR, but other institutions are using the binary Pass/Fail or equivalent. Suspension of this language will authorize the Registrar to award appropriate credit if such designations appear on submitted transcripts, but it cannot be determined if the student's work met the standard for C- or higher.

In all cases, students who received a passing credit for a course will be reminded that they will be expected to be performing at the college level when admitted to Lehigh University, and that they should consult with advisors about their actual preparation for subsequent coursework at Lehigh.