

Original language:

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.

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. The content of a course must be evaluated for equivalency and appropriate rigor by the appropriate Lehigh Department and must meet minimum standards for transfer credits as determined by the University Registrar. 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.

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 course is acceptable to the appropriate academic department at Lehigh. The coursework must have been taught by a college or university faculty/instructor and be eligible for credit at the faculty/instructor's institution. 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 and Economics, 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.

Proposed language:

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.

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 course is acceptable to the appropriate academic department at Lehigh~~ **enrolled section is comprised of both high school and college students.** ~~The coursework must have been taught by a college or university faculty/instructor and be eligible for credit at the faculty/instructor's institution.~~ 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 and Economics, 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.

Original Language

3.1.4.1 Credit for Lehigh Abroad Sponsored Programs

Courses taken through Lehigh Abroad approved programs and assigned passing grades will count toward fulfillment of the undergraduate residency requirement. Such courses will transfer on a credit only basis. Grades assigned to these courses will not be used in calculating grade point averages or in determining class rank (except as noted in Section 3.11.1 – Graduation Honors).

Students studying in Lehigh Abroad approved programs will be limited to two regular terms of study abroad that may be applied toward a single Lehigh undergraduate degree. Summer study abroad in approved programs will not count toward this limit.

Proposed Language

3.1.4.1 Credit for Lehigh Abroad Sponsored Programs

Courses taken through Lehigh Abroad approved programs and assigned passing grades will count toward fulfillment of the undergraduate residency requirement. Such courses will transfer on a credit only basis. Grades assigned to these courses will not be used in calculating grade point averages or in determining class rank (except as noted in Section 3.11.1 – Graduation Honors). Students studying in Lehigh Abroad approved programs ~~will be limited to~~ **may transfer up to, but not more than,** two regular terms of study abroad ~~credit that may be applied~~ toward a single Lehigh undergraduate degree. Summer study abroad in approved programs will not count toward this limit.

Rationale #1

This language change recognizes what is embedded in current R&P language and the current transfer credit process. It also underlines Lehigh's commitment to access and opportunity for transfer students.

Upon matriculation, Lehigh students commit to the rigor and expectations of a Lehigh University curriculum and education. The expectation is that after matriculating, Lehigh students will pursue credits at Lehigh, with transfer credit ordinarily being limited to cases where it facilitates achieving clear educational benefits not available at Lehigh. We see this in the actions of faculty in departments as they approve transfer credit. For example, faculty members typically do not grant course credit for transfer coursework that is less rigorous than the parallel Lehigh course. Some of these standards are well known; for example, students understand that they generally cannot take an introductory level calculus course at their local college over the summer and expect Lehigh's mathematics department to grant credit for MATH 021. However, in other cases, standards are not clear, and matriculated students seek transfer credit approvals expecting that Lehigh will transfer credits. Departments – often humanities and social science departments since their standards are less well known – are facing very large numbers of credit transfer requests from matriculated Lehigh students who simply want to avoid taking a distribution requirement at Lehigh, with Lehigh workload expectations and counting toward their Lehigh GPA.

That said, Lehigh recognizes that *transfer* students may have taken coursework at institutions that differ from typical Lehigh courses in scope and/or rigor. The proposed R&P language recognizes that Lehigh transfer students may earn credit for coursework *taken prior to matriculation at Lehigh* that has been vetted by departments and deemed appropriate for Lehigh credit for incoming transfer students, while recognizing that this coursework is not appropriate for matriculated Lehigh students. This recognizes that students who matriculate as transfer students may have had limited opportunities to take Lehigh-level courses before matriculating.

Example: the English department can and does grant transfer credit to transfer students who have taken English composition at another institution prior to coming to Lehigh. This does not mean that a matriculated Lehigh student can avoid ENG 1 or ENG 2, instead taking a summer composition course at a local college, and expect it to transfer.

The proposed language makes clear transfer credit standards that are already in place for most departments at Lehigh. Note that this language does not bar Lehigh students from receiving transfer credit in particular circumstances, when it may be clearly warranted (e.g., Study Abroad; retaking a course at another appropriate institution after failing it at Lehigh, if Lehigh does not offer the course during the summer; taking a specialized course not offered in the Lehigh curriculum).

Rationale #2

This language dovetails with the R&P proposal clarifying that transfer students and matriculated Lehigh students may have different standards for accepted transfer credit.

This language clarifies that departments and colleges may transfer credit as general credit, i.e., credit that does not transfer as a specific course but rather as credit to a general program or college.

This codifies practices that departments and colleges have already put in place if they are using topics course numbers to grant transfer credit, or if they are using a college-wide rubric for certain transfer courses (e.g., ARTS). As some courses taken by incoming transfer students meet Lehigh standards for transfer credit but do not match Lehigh's disciplinary lines, this language clarifies that this credit can be transferred as general credit.

Rationale #3

After historically denying credit for dual-enrollment courses – courses taken during high school that earn both high school and college credit – Lehigh changed R&P in 2015 to allow Lehigh to grant credit earned in dual-enrollment courses. Since then, Lehigh has seen a tremendous increase in the number of students requesting transfer credit for these courses, which generally fulfill introductory course requirements in specific majors or college-level requirements. With growing concern about the number of these courses, and difficulty ensuring consistent standards regarding rigor, the Educational Policy Committee has requested that the university grant dual-enrollment credit only in cases where high students are in class with college students (e.g., Lehigh Scholars).

Further History

In 2015, the faculty approved the current R&P language on dual enrollment courses. Prior to 2015, Lehigh did not accept dual enrollment credit – that is, course credit that high school students earn that simultaneously fulfills high school graduation requirements and earns college credit. In 2015, the faculty voted to allow some dual enrollment credit; the desire was to allow credit for rigorous courses taught by regular college faculty with expertise in their fields and offering the students a college learning experience. The faculty wished to ensure that these courses were not taught by instructors who were primarily high school teachers who were approved to teach a college class.

There have been two difficulties with this new standard. First, it has been difficult to determine faculty/instructor employment status. To do this, Lehigh (RAS) must contact the college granting the credit. A staff member at one institution may determine that a high school teacher teaching a course at the high school, using a college syllabus and exams, as an instructor at the college; a staff member at another institution may determine that a high school teacher in an identical situation is not an instructor at the college. This leads to an arbitrary application of the standard; some incoming students earn credit and others don't, though their situation may be the same. Second, there has been a rapid growth in dual enrollment courses. After discussion, the Educational Policy Committee determined that many of these courses are not similar enough to regular (non-dual enrollment) college courses to justify Lehigh credit. Even if an instructor is regularly appointed through a college, if they are teaching the course solely to high school students, is this the same rigor of course?

For these reasons, the proposed language removes the standard of evaluating an instructor's employment status and instead replaces it with a standard that "the enrolled section is comprised of both high school and matriculated college students." ("Matriculated" was a friendly amendment to the proposed language.) This would still allow dual enrollment credit for those students who took college courses at a college with regularly matriculated college students (e.g., Lehigh Scholars).

Ed Pol recognizes that there are benefits to high school students taking dual enrollment courses even if the credit counts only toward the high school diploma and not the Lehigh degree. These courses are beneficial in the admissions process, demonstrating students' pursuit of the most rigorous courses available at their high schools.

Rationale #4:

This is a change more of tone than specific standard. The language change clarifies that students pursuing Study Abroad may transfer credit to a Lehigh degree. A particular course that meets the other credit transfer requirements may not be suitable to count toward a particular major, but may still count toward the Lehigh degree. As Lehigh encourages pursuit of Study Abroad curricular experiences, it is not permissible under R&P to refuse to transfer credit simply because it is taken as part of a Lehigh Abroad program. Note that credit transferred toward degree requirements may not necessarily count toward major requirements.