



Transfer Credit Evaluation: A Q&A for Admitted Transfer Students

I've been admitted to Lehigh as a transfer student. How does Lehigh go about reviewing my course credit to determine what will count toward a Lehigh major and/or degree?

The transfer credit evaluation process begins following admission. To evaluate your credit, Lehigh needs to send course materials to your college and appropriate academic departments for review. This process is coordinated by Registration and Academic Services, but many offices are involved. The sooner you start this process, the sooner your course credits will be evaluated.

What do I need to do to start the transfer credit process?

After admission to Lehigh, each transfer student should submit the following:

1. An official transcript from each college or university granting you college course credit. If you are waiting to receive grades in your current courses, send your course descriptions and syllabi now, and if your application for admission did not include a transcript that reflected your in-progress coursework, please send a transcript with in-progress courses. We can start the credit evaluation process as your materials arrive, but we will wait to actually award the credit until we have received your final transcript with grades.
2. The course descriptions for each course you wish to transfer to Lehigh. These can be found in your college's catalog or bulletin, or on the course syllabus.
3. In addition, many departments require your course syllabus in order to transfer the credit – and if the syllabus doesn't have all the

needed information, other supplemental documents that do have that information. This syllabus should be from the course you took, not one that is more recent. (If you cannot locate a syllabus from the term you took the course, Lehigh will review a current syllabus, but additional documentation may be needed.) Supplying the syllabus as early as possible is particularly important to transfer credit as specific Lehigh courses, rather than simply general credit.

What does Lehigh expect a syllabus (or other document) to show?

A course syllabus is a guide to the course and what is expected of students in the course. Generally, it includes basic information about the course (title, term and year taught, instructor name, meeting times), as well as course policies, rules and regulations, required texts, basic information about exams and assignments that count toward your semester grade, and a weekly reading schedule. For each course, submit the syllabus and any other documents required to provide the following information:

1. Length of the term (e.g., 3 weeks, 14 weeks).
2. Meeting schedule and contact hours (e.g., three hours lecture, one hour discussion section each week). If the course does not have a prescribed meeting schedule, but rather is self-paced, the student should provide this information.
3. Learning outcomes/objectives for the course. These are generally listed on a syllabus; if no learning outcomes are listed on the syllabus, there may be information about learning outcomes/objectives or course goals on the department's website or in the course catalog. Often these are clearly identified as a list on your syllabus; sometimes this is a more general paragraph about the goals of the course. It is possible that you cannot find clearly identified outcomes; if not, the default will be the course description in the course catalog or bulletin.
4. The weekly reading assignments for the course; if not on a syllabus or other paper document, a printout from Blackboard or other online course website is acceptable.
5. A listing of the course requirements that are the basis for the course grade (e.g., exams, papers).

How do I send my documents to Lehigh?

You should watch the email account you used on your application form. You will receive an email about how to submit any required materials via email. If you wish to receive a preliminary transfer credit evaluation in advance of the deposit deadline, please send these materials as soon as possible after receiving their offer of admission.

How might my credits transfer to Lehigh?

Credits might transfer in a couple of different ways. It is possible that your credits transfer as general credit. General credit will count toward the overall credit requirement for your degree, but not toward your specific major or (if you are a College of Business or Rossin College of Engineering and Applied Science student) toward your college core courses.

It is also possible that your credits transfer as specific course credit—credit that can be used to fulfill prerequisites toward majors or major requirements. It is possible to get specific course credit from some departments even if the department does not offer the exact course that you took. The department granting credit must be comfortable that the course meets standards for course rigor.

What is the difference between preliminary and final course credit evaluations?

A credit evaluation is considered preliminary if it has been reviewed by the Office of Registration and Academic Services and is expected to receive at least general credit toward the degree. Preliminary credit evaluations still must be reviewed by the relevant academic department before they are finalized, and before they would be applied as credit toward a major.

Can you give me an example of how general credit works?

Say you want to transfer in an introductory economics course. If we grant general credit, we recognize that you took a legitimate course that qualifies as Lehigh elective credit toward your degree, but we have not identified it as meeting the standards of rigor and equivalency to count as Principles of Economics (ECO 001), Lehigh's standard introductory

economics course. Lehigh would transfer your economics course credit as ECO 099—a placeholder for general credit in economics. (Lehigh does not offer a course numbered ECO 099.) Your general credit would count toward your degree requirement, but if your college or major required ECO 001, your college or major department could still require you to take that course. Your ECO 099 credit would count toward an economics major only with permission from the department.

For transfer students, general credit may count toward humanities, social science and natural science college distribution requirements, but you may be required to provide documentation that the course fulfilled that general education requirement at your previous institution. Please note that while we accept AP credit, AP credit may not fulfill your college's distribution requirements.

You should note that after you matriculate to Lehigh (begin your classes as a degree-seeking student), you will not be able to use transfer credit to meet Lehigh course requirements—including distribution requirements—without advance permission. Lehigh is more generous in granting distribution credit to incoming transfer students than to current, matriculated students.

What else should I know about transferring college course credit to Lehigh?

You should understand that your courses from other institutions, even if accepted for transfer, may not have provided complete coverage of the subject matter that the Lehigh equivalent course provides, and may not have been taught at the same level of depth as a Lehigh course. For example, if a composition course or introductory calculus is accepted for transfer as ENG 001 or MATH 021, it is possible that the transfer course covers a large majority but not all of the content of ENG 001 or MATH 021 – either because certain topics are not covered, or because the rigor of the courses are not identical. You should recognize that additional effort may be needed in subsequent courses to overcome any gaps.

Transfer Students

Lehigh offers many opportunities for transfer students to excel in their chosen field, pursue their goals and develop as a leader.

Lehigh University welcomes applications from transfer students who are currently enrolled at other two- or four-year colleges or universities.

Lehigh uses the Common Application and Coalition Application for Transfer Students, and prospective transfer students are strongly encouraged to visit the [Application Requirements page](#) to learn more about our deadlines for both admission and financial aid.

Deadlines

Fall Enrollment: April 1

Spring Enrollment: November 1

Transferring Courses from Other Colleges and Universities

Lehigh's Office of Registration & Academic Services (RAS), in consultation with the faculty of Lehigh University, will make the final determination on which college credits will transfer to the institution.

An evaluation of prior college-level courses is complete only after a student has been extended an offer of admission as a new transfer student. The Office of Admissions works in consultation with the Registration & Academic Services to coordinate our communication with students regarding the results of the evaluation in as timely a manner as possible. It is critical, however, for students to provide as much detailed information (course description, syllabi, textbook list if not on syllabus, etc.) as possible for each course completed in order to allow the faculty to complete an accurate evaluation.

While RAS can make preliminary determinations for credit toward the degree fairly quickly, RAS works with Lehigh academic departments and colleges to review transfer courses for specific course equivalency. The

full review process may take several weeks. For more information on how this process works, see [Lehigh University Transfer Credit Evaluation: A Q&A for Admitted Transfer Students](#).

Advanced Placement and International Baccalaureate Credit

In addition to a college credit evaluation, Lehigh will also accept Advanced Placement (AP) and International Baccalaureate (IB) credits from admitted transfer students to be used for both academic classroom placement and course credit. AP and IB scores should be submitted to the Registration & Academic Services after the student has been accepted to be considered for transfer credit. The following items are appropriate for class placement and course credit consideration:

- Most AP Test Scores of 4 and 5 (with the exception of Calculus AB, Chemistry and both English exams, which require a score of 5)
- Most IB Test Scores of 6 and 7 on higher-level examinations

Basic Facts About Transferring College Credits to Lehigh

- Only courses with a grade of "C" or better will transfer. A grade of "C-" will not transfer to Lehigh under any circumstances.
- Pass/Fail credit and non-credit courses are not acceptable for transfer.
- Transfer courses may not be used to delete a prior grade from your cumulative grade point average at Lehigh University.
- Transfer grades are not calculated in the Lehigh GPA.
- 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. Registration & Academic Services has the final authority for the amount of credit awarded toward a Lehigh degree.

- No student may receive more credit at Lehigh than was granted on the other institution's transcript. (For example, if a transfer course is three credits, and the Lehigh equivalent course is four credits, the transfer course may fulfill the relevant Lehigh course requirement, but the student will receive three credit hours of Lehigh credit, rather than four.)
- Courses taken on the quarter system will have credit granted on a 3:2 ratio. No partial credit will be awarded.
- 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, January or intersession courses, correspondence, independent study or any course less than three weeks during intersession, at least five weeks during summer, and/or 15 contact hours per credit without the advance approval of a petition to the Committee on Standing of Students. Courses taken online require additional information for consideration of transfer credit.
- College courses taken while in high school may require additional documentation.
- Courses must be taken at an institution that is accredited by one of the six regional associations, or for international institutions, the appropriate international accrediting body
- Transfer credit rules may be different for courses taken before and after matriculating at Lehigh; matriculated Lehigh students should see the Office of Registration and Academic Services rather than the Admissions Office for information on enrolling in courses at other institutions with the intention to transfer the credit to Lehigh.

For more information about transfer credit requirements, please contact Registration & Academic Services at (610) 758-3194.

Transfer Agreements

A Transfer (Articulation) Agreement is a document which outlines which courses to take at your community college in order to complete the hours required for an associate's degree. This will then allow you to apply as a transfer to Lehigh University to complete a bachelor's degree. If you follow the transfer plan outlined in the agreement with your community

college, you will meet the requirements to apply as a transfer to Lehigh University. Please note that transfer agreements apply to students who matriculate as transfer students under a transfer agreement; transfer credit evaluation for incoming first-year students and matriculated Lehigh students may follow different rules and processes.

Lehigh University has transfer agreements with Northampton Community College (Pennsylvania) and Montgomery County Community College (Pennsylvania). If you are transferring to Lehigh from the Northampton Community College Honors Program or Montgomery County Community College under one of these agreements, you are not required to submit course descriptions/syllabi as part of the initial application process. We will reach out to you if we need additional information.

Northampton Community College

[Transfer Agreement \(PDF\)](#)

[Transfer Intent Form \(PDF\)](#)

Montgomery County Community College

[Transfer Agreement \(PDF\)](#)

Applications from Students holding Bachelor's Degrees

Lehigh University accepts applications from students who have already earned one or more bachelor's/master's degree(s). If you have already earned a degree and wish to apply, you must submit the same forms as other transfer students, which can be found on the [Application Requirements page](#).

If you already have a degree and the admissions committee offers you admission, a special degree plan will be designed by your advisor with the courses required to obtain a Lehigh degree. Registration & Academic Services will not transfer credit as in the case of other transfer applicants.

Financial Aid

Phi Theta Kappa Scholarship

Lehigh awards the Phi Theta Kappa Scholarship to admitted transfer students who are members of the Phi Theta Kappa Honor Society, the international honor society of two-year colleges and academic programs. Recipients will be recognized with a \$5,000 scholarship per academic year (distributed by semester) above and beyond any need-based financial aid that has been awarded. This scholarship is renewable for up to eight consecutive semesters (or 10 consecutive semesters for students enrolled in a bona-fide five-year program), provided you maintain a minimum cumulative grade point average of 2.8 and are enrolled as a full-time undergraduate student at Lehigh University.

Yellow Ribbon GI Educational Benefits

As a supporting institution of the [Yellow Ribbon Program](#) through the Post-9/11 Veterans Educational Assistance Act, Lehigh provides financial support to post-9/11 veterans. Participants of the Yellow Ribbon Program must be admitted to Lehigh University through the traditional transfer admissions process before Yellow Ribbon considerations are made.

Need-Based Financial Aid for American Transfer Students

At Lehigh, we are dedicated to need-based financial aid and believe that we have a responsibility to evaluate a family's ability to contribute in an equitable and consistent manner, recognizing that special circumstances can and do affect a family's ability to pay. In order to be considered for need-based financial aid, please follow the steps on the [Apply for Financial Aid page](#) to determine the forms needed for application.

Applicants seeking Fall entry must submit the required documents by April 1 and those seeking Spring entry must submit the required documents by October 1.

Meeting 100% of financial need and minimizing student loan indebtedness, Lehigh University is committed to a strong need based financial aid program. The gap between the cost of attendance and the calculated Expected Family Contribution (EFC) is the Calculated Financial Need. We use a combination of grants, scholarships, work study, and loans to cover 100% of financial need.

Financial Aid for International Transfer Students

International transfer students are not eligible for need-based or merit-based financial aid. Since Lehigh University does not allocate institutional funding to international transfer students, all non-U.S. citizens are required to submit the [Certification of Finances \(PDF\)](#) with their application for transfer admission.

Frequently Asked Questions

How do I apply to Lehigh?

Lehigh uses the Common Application and Coalition Application for Transfer Students. Please visit the [Application Requirements page](#) to learn more.

What is the minimum GPA required for transfer applicants?

There is no minimum required GPA. However, competitive applicants typically have a GPA of 3.25 or above.

Is standardized testing required for transfer applicants?

Lehigh does not require the SAT, ACT or SAT subject exams for transfer admission.

Lehigh requires all applicants to demonstrate proficiency in English. Results from an English proficiency assessment must be submitted unless the applicant's first language is English, or the last two full years (not including current year of study) of formal instruction have been in English. The TOEFL and IELTS are preferred, however Duolingo will be considered if those exams are not available to the student. Scores must

be submitted directly from the testing/assessment agency and the most competitive candidates score above a 90 on the TOEFL, 7.0 on the IELTS or 110 on Duolingo. SAT, SAT Subject Test, and ACT results cannot be used to meet the English proficiency requirement.

Does Lehigh offer Yellow Ribbon GI educational benefits?

Yes. As a supporting institution of the Yellow Ribbon Program through the Post-9/11 Veterans Educational Assistance Act, Lehigh does provide financial support to Post-9/11 veterans. However, participants of the Yellow Ribbon Program must be admitted to Lehigh University through the traditional transfer admissions process before Yellow Ribbon considerations are made.

Are interviews available for transfers?

No. Lehigh does not offer transfer applicant interviews. Therefore, you should use the application as the appropriate platform to discuss and/or explain anything that you feel is of particular importance.

I have attended more than one college. Can I just submit a transcript from the school I am currently attending?

No. You must submit college transcripts from all post-secondary institutions you have attended.

Will I know how many of my credits will transfer before I have to pay my deposit?

Yes. If admitted, you will receive a Transfer Credit Evaluation from Registration & Academic Services informing you of how many credits you have (tentatively) been awarded. Final credit approval will be granted when all final official transcripts from previous institutions have been received by Registration & Academic Services.

Where can I submit documents that are not submitted through the Common Application or Coalition Application?

Your Transfer College Report can be sent to the Enrollment Services Center, 218 West Packer Ave, Bethlehem, PA 18015. Your College/University Transcript and Final High School Transcript must be submitted by a school official to be considered official. Parchment users can submit these to inemesc@lehigh.edu for the Enrollment Services Center, the office that processes admissions and financial aid materials.

Course descriptions can be submitted to the [LU FileSender](#) (strongly preferred for faster processing) or mailed to Enrollment Services Center, 218 West Packer Ave, Bethlehem, PA 18015.

Are there merit scholarships available for transfers?

Academic or talent-based institutional scholarships for transfer students are limited, but all candidates for admission are considered.

Non-Degree-Seeking Students

To be eligible for a degree from Lehigh, you must be enrolled as a full-time student. However, if you are not seeking a degree, you can take one or more courses through the General College Division (GCD). You may enroll in any course up to and including 300-level courses as long as prerequisites have been satisfied. Courses taken through GCD may not count toward a graduate degree at Lehigh. Fees for attendance in the General College Division are assessed on the current year "cost per credit hour" schedule.

For admission to the General College Division, you must submit a GCD application, high school and college transcripts, and written approval from the professor teaching each course you wish to take. To audit a course through GCD, you must obtain permission from the Committee on Standing of Students.

Deadlines for GCD applications are July 1 for the Fall semester and December 1 for the Spring semester. Students enrolled in courses through the GCD pay tuition according to the number of credit hours.

[General College Division Application \(PDF\)](#)

[Professor Authorization form \(PDF\)](#)

[Cost Per Credit Hour](#)

Contact Information

If you have questions about Lehigh's transfer admissions process, please contact:

Office of Admissions
Lehigh University
27 Memorial Drive West
Bethlehem, PA 18015-3094
(610) 758-3100
transfers@lehigh.edu