

## Study Abroad Credit Issues

Lehigh students may utilize credit earned through approved study abroad programs as stated here. **A minimum of 12 and maximum of 16 U.S. credit hours per semester, up to a limit of 32 credit hours for two semesters abroad, and between 6 and 12 credits per summer term depending on program length**, applicable towards the Lehigh University degree.

Approval to study abroad does not indicate that courses taken on a program are guaranteed to transfer. The conditions that govern transfer credit to Lehigh University still apply. These include the following:

1. Lehigh University must receive an **official transcript** representing the student's work from an **accredited institution** of higher learning. Lehigh accepts grade reports from a small number of non-accredited programs with which Lehigh has affiliations: these include CIEE and IES.
2. All courses must be taken for a **letter grade**. Pass/fail courses will NOT receive credit at Lehigh University.
3. The student must have earned a **"C" (2.0)** or better in a course for the hours for that course to transfer (credit that bears a "C-" grade or lower will not transfer).
4. No grades will transfer, and students GPA is not impacted.
5. The student **cannot repeat a course** that has substantially the same content as a course already taken at Lehigh.
6. Courses must be **liberal arts or major courses** of a type that either are or might be taught at Lehigh (i.e., credit will not transfer for orientation courses, city/country tours, or courses in fashion, cuisine, or other vocationally oriented areas).
7. Courses must be of a **similar workload** to Lehigh courses.
8. The Registrar's office will evaluate all foreign transcripts for appropriate **credit translation** (i.e., 70 credits for a course taken in the UK will be translated into the Lehigh credit system).

**Students who do not follow these credit policies will NOT get credit on their Lehigh transcript.**

Furthermore, students **MUST** get course approvals by Lehigh faculty in order to get credit for a study abroad course. Not all study abroad programs and /or courses meet the academic standards of Lehigh University, thus Lehigh faculty must review course descriptions and/or course syllabi from the study abroad program for course approval.

The student's academic department determines the fulfillment of major, minor, and distribution requirements. To fulfill and requirement a student must get the approval from their advisor to fulfill a major, minor, or a Humanities, Social Science, Math, or Science distribution.

DATE:

PRINT NAME:

Please initial below.

I understand the following:

\_\_\_\_\_ The courses that I take abroad must be approved by Lehigh University **before I leave to study abroad** to ensure that the credits will transfer. These courses are approved by getting signatures by appropriate Department Chairs, as well as my academic advisor, on the Study Abroad Credit Approval form. The Course Approval form is due to the Study Abroad Office May 1, 2009.

\_\_\_\_\_ If I want to get courses approved **while I am abroad**, I must send a copy of the course syllabus to the appropriate Department Chairs, as well as my academic advisor, through e-mail requesting approval. Please consult your guidebook or the Study Abroad website for a sample template. The study abroad office must be copied on all correspondence about course approval decisions. **Once abroad, there is no guarantee that any of my courses will be approved for Lehigh credit.**

\_\_\_\_\_ I will register for **Spring 2010** (if applicable) classes online if studying abroad in Fall '09. If there are any special arrangements that must be made for my admittance into these courses, I need to make such arrangements with my academic advisor or appropriate Department Chair before I leave on my study abroad experience.

Signature:

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