

DEPARTMENT OF ECONOMICS - CREDIT TRANSFER POLICIES

THE BASICS:

The Department of Economics will only accept credits from in-person and online courses taken at institutions deemed to be at least equivalent in quality to Lehigh University.

Approval must be given before the course is taken.

The following will ***NOT be accepted***:

1. Courses taken at community colleges (unless you are a community college graduate transferring into Lehigh under an articulation agreement between Lehigh and the community college).
2. Courses taken at branch campuses of state colleges.
3. **Regarding Summer and Winter Term Courses:** Credit transfer will not be given for Economics courses that are being offered online by Lehigh in summer and winter. These classes are typically: Eco 001, 045, 119 and 146.
4. **Regarding Courses taken at Foreign Institutions:** Credit transfer will only be considered if the course is taught entirely in English, with the possible exception of courses taken under a Lehigh approved study-abroad program.

PLEASE NOTE:

Credit transfer for *Eco 001* 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 099 (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 001 and 2 for Eco 099, will be given in approved cases.

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.

HOW COURSES ARE EVALUATED:

If a similar class is taught at Lehigh, a recent syllabus must be provided. It will be reviewed by Economics faculty who are familiar with the course content. The content must be comparable to Lehigh's course.

If a similar class is not taught at Lehigh, a recent syllabus must be provided. It will be reviewed by Economics faculty for relevant details, e.g., prerequisites and readings. If acceptable, the class may be transferred as "Special Topics" (e.g., Eco 298 or Eco 299). Such classes will be evaluated on a case-by-case basis.

In either case, ***at least 50% of the final grade*** must be calculated using work that we are confident was done by the individual student, e.g., in-class exams or individual (non-group) term papers.

WHOM TO CONTACT AND WHAT TO PREPARE / PROVIDE:

Incoming freshmen with questions about AP Economics or transfer credit for other Economics courses should contact **Registration & Academic Services (RAS)** by emailing ras@lehigh.edu.

For in-depth information about university transfer credit policies, please see the section "Incoming First-Year Students" at <https://ras.lehigh.edu/content/transfer-credit-policy>.

Please provide to RAS:

1. **an official transcript**
2. **a copy of the syllabus** for all courses for which you are seeking transfer credit
3. **a completed First-Year Approval of Transfer form** (a portion of which must be completed by the Registrar of the college or university attended).

A copy of this form may be found at: <https://ras.lehigh.edu/sites/ras.lehigh.edu/files/First-Year%20Approval%20of%20Transfer%20Credit%205-7-19.pdf>

Current Lehigh students - Courses taken at US schools, or schools outside the US during the Summer/Winter

Please contact **Prof. Judy McDonald** (djm0@lehigh.edu) in the Department of Economics, who will then contact the student after a decision has been made.

For in-depth information about university transfer credit policies, please see the section “Current Undergraduate Students” at <https://ras.lehigh.edu/content/transfer-credit-policy>.

Please provide to Professor McDonald:

1. **a copy of the syllabus** for all courses for which you are seeking transfer credit
2. **a filled out and signed** (by you in the space provided for “Student Signature”) **Undergraduate Student Approval of Transfer Credit form**

A copy of this form may be found at:

<https://ras.lehigh.edu/sites/ras.lehigh.edu/files/Undergraduate%20Student%20Approval%20of%20Transfer%20Credit.pdf>

Current Lehigh students - Courses taken at schools outside the US during the Fall/Spring

Please contact Lehigh’s **Study Abroad Office** (studyabroad@lehigh.edu), as they maintain a list of Economics classes that have been approved for credit transfer: <https://global.lehigh.edu/study-abroad/make-appointment>.

For in-depth information about study abroad policies and forms, please see the section “Semester and Academic Year Programs” at <https://global.lehigh.edu/study-abroad/policies-forms>.

Please provide to your Study Abroad Advisor:

1. **a filled out and signed** (by both you *and* your primary Faculty Advisor/Academic Advisor) **Application for Course Approval [Semester (Fall/Spring) only] form**

A copy of this form may be found at:

<https://global.lehigh.edu/sites/global.lehigh.edu/files/Study%20Abroad%20Course%20Approval%20Form%202018.pdf>