

Occasional Study at Another Institution

Credit for rare courses taken at another institution is accepted by Leighton University under specific conditions that may include:

1. The student petitioned for preliminary approval of the credit before enrolling in the courses.
2. The previous institution has region and/or, if appropriate, accredited by a professional body (a confirmation is needed from the Office of the Registrar on this point).
3. The course or courses in question are not among those taken at Leighton University to fulfill the major's requirements (refer to specific program listings and consult with the student's Academic Navigator for needed information).
4. An appropriate final grade is earned as stipulated under "Transfer from Another Institution."

A petition for preliminary approval requires the consent of the student's Academic Navigator and the dean of the School. Upon completing the courses, the student must have the official transcript sent to the registrar's office. This earned credit is counted toward graduation requirements, but grades are not counted for Leighton University GPA.

Seniors are reminded that their final 30 credits must be taken at Leighton University. Thus, a student who wishes to take at another institution a course whose credits would fall within the last 30 credit hours must petition for a waiver of that requirement and a petition for the courses' approval. See the "Senior Credit Requirement" section.