TRANSIENT APPROVAL PROCESS
WVU OFFICE OF ADMISSIONS

If you want to take courses at another institution and receive WVU credit, visit our Transfer Equivalency System online at: http://admissions.wvu.edu/how-to-apply/transfer-students/transferring-course-credit-to-wvu

INSTRUCTIONS TO STUDENTS:

1. Obtain the schedule of courses from the institution(s) you want to attend.

2. Visit WVU’s Transfer Equivalency System: http://admissions.wvu.edu/how-to-apply/transfer-students/transferring-course-credit-to-wvu. If the institution you want to attend is listed, determine which course(s) you want to take and how the course(s) will transfer to WVU. Then check the other institution’s schedule of courses to see if the course(s) you want to take are offered. Make a printed copy of the course translation(s) from the Transfer Equivalency System.

3. If the institution you want to attend is not on the Transfer Equivalency System, obtain copies of the course descriptions for the course(s) you want to take from the institution’s catalog (either on-line or from a paper copy).

4. Print a copy of the Transient Application Form from http://admissions.wvu.edu/forms-and-procedures. If you plan to attend more than one institution, you will need a separate form for each one. Complete ALL information on the top of the form and enter the course(s) you want to take and their WVU equivalent from the Transfer Equivalency System (TES) or what you think they will count.

5. Visit your academic advisor and take with you the Transient Application Form, any printed translation(s) from the Transfer Equivalency System, and any course descriptions you obtained from the other institution’s catalog/website. Your advisor will sign the form, indicating permission for you to take course(s) at the other institution.

6. Visit the appropriate Dean (or designee) within your College for a signature. He or she will initial any courses that are approved to be used for College or University requirements.

7. Please scan or have your advisor scan the completed form to the Office of Admissions at candy.dalton@mail.wvu.edu. We will verify and approve the WVU equivalents for the courses you wish to take.

8. If you have an overall GPA of 2.0, we will send a copy of the Transient Application form to the institution you have selected (if not, department will hold the form). You must make arrangements to get admitted and enrolled at that institution.

9. Have an official transcript sent to WVU after you have completed the course(s). Remember to take ONLY the course(s) you have approved on your form. If you want to take other courses, you must get permission from your advisor and complete another form.

10. All necessary WVU pre-requisites (e.g. ACT/SAT/Placement or lower level courses) must be met in order to transfer a course in for WVU credit.

11. Use of transient credit to satisfy university, major, or minor requirements may involve minimum grade standards. A student may need to retake a course for which the minimum grade is not met.

12. All grades will be brought in and entered on your WVU transcript including any D’s and/or F’s. This includes courses approved through the transient process and those that were not prior approved.

INSTRUCTIONS FOR ADVISORS: How to complete the Transient Form

1. Academic Advisor: Please review the form and course descriptions that were provided by the student. If necessary, you can request the student obtain a syllabus for a particular course. You can approve the course equivalencies by filling in the WVU equivalent next to each course the student wants to take. Make sure the student will not exceed 72 hours from community colleges. Sign form.

2. Dean of Academic College or Designee: Your signature verifies that the student’s graduation requirements have been verified to indicate courses will be used toward graduation. Initial any individual courses to indicate approval for use to meet College or University requirements. You will also need to check and make sure that student will not exceed the number of credits they are allowed to take at other institutions, that the student’s residency requirements for a degree from WVU will not be disrupted by attendance at another institution, and that the student is in good academic standing (2.0 GPA or higher).

3. Office of Admissions: Staff in admissions will verify that the course(s) to be taken and the equivalent course(s) indicated are correct and will verify that institutions have the appropriate accreditation.
UNDERGRADUATE TRANSIENT APPLICATION

Name: ___________________________________ Student ID: _____________________________

Home Address: __________________________ Current Major: ___________________________

________________________________________ Current GPA*: ____________________________

WVU Mix Email: __________________________

The above named student requests permission to enroll for the □ Sum   □ Fall   □ Spr of 20 _____
□ Retroactive (Check if course has already been taken).

Institution Name: ________________________________________________________________

Institution Address: ______________________________________________________________

Branch Campus: _________________________________________________________________

<table>
<thead>
<tr>
<th>Courses to be Taken</th>
<th>WVU Equivalent</th>
<th>Dept. Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title &amp; No.</td>
<td>Credit Hours</td>
<td>Title &amp; No.</td>
</tr>
<tr>
<td>__________________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>__________________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>__________________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>__________________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>__________________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>__________________</td>
<td>______________</td>
<td>______________</td>
</tr>
</tbody>
</table>

Is the transient course(s) listed in WVU TES? _____ Yes _____ No
If course(s) are not verified in TES, course descriptions/syllabi must be attached.

Additional Comments: ______________________________________________________________

*STATEMENT OF GOOD STANDING

The above named student is in good academic standing at West Virginia University (2.00 or above).

WVU residence requirement – requires a minimum of 90 credit hours at WVU or the last 30 earned hours at WVU.

Advisor ___________________ Date _______________ Student Signature ___________________ Date __________

Dean of Academic College or Designee ___________________ Date _______________ Director, Office of Admissions ___________________ Date __________

Note: Upon completion of these courses, you must request an official transcript to be sent to the above address. Transcripts will not automatically be sent to you.