

## **Credit for Prior Learning Coursework Petition**

If you would like to apply Military experience, non-regionally accredited coursework, credit via certification, or other prior learning experience to your record, please first consult with your academic advisor and the Transfer Credits database. Once complete, please following the directions outlined below.

If you are taking a course in transient, studying abroad, or seeking to apply advanced placement credit, please complete the appropriate request form.

### **Credit for Prior Learning Transfer Credit Policies:**

1. Coursework under these designations are not automatically applied at the point of admission, and must be petitioned to and approved by your college.
2. You must have a 2.0 GPA or higher to post credit to your WVU transcript.
3. If you do not successfully complete 90 credit hours of courses in residence at WVU, 30 of your last 36 credit hours must be taken in residence at WVU. Violation of the residency requirement may render you ineligible for graduation.
4. Prior Learning and Military Credit equivalents will post to your WVU transcript with a grade of CR and not count in your overall GPA. Approved Non-Regionally Accredited work will post to your WVU transcript with its associated grade, and impact your GPA accordingly.
5. Students are limited to articulating a total of 18 hours of these types of credit to their record. No more than 9 hours may be major requirements. Special exception beyond that limit must be approved by the Dean of your college.
6. Some WVU academic units may have additional rules and guidelines.

### **INSTRUCTIONS:**

1. Go online to the [Transfer Credit database](#).
  - a. If the institution, MOS, or credential you wish to articulate credit from is listed, proceed to step 2.
  - b. If the institution, MOS, or credential you wish to articulate credit from is not in the database, you must submit a [Transfer Equivalency Review Request](#) for the appropriate type of credit. When your course has been evaluated, move on to step 2.
2. Fill out the form below and email it to your advisor.
3. If you wish to articulate more than one type of credit (e.g. Military and Prior Learning), you will need to fill out a separate form for each one.
4. You must have official documentation of the credit you wish to articulate on record with WVU before it will be added to your WVU record. These may be emailed to [WVUAdmissions@mail.wvu.edu](mailto:WVUAdmissions@mail.wvu.edu) or mailed to the Office of Admissions.
5. Always consult your advisor prior to requesting credit to be articulated to best know how your academic standing and financial aid will be impacted.

**Credit for Prior Learning Coursework Petition**

**Name:**

**WVUID:**

**Email:**

**Undergraduate:**

**Graduate:**

**Current Major:**

**Advisor:**

**Total Hours Articulated to Date:**

**Total Hours Articulated Towards Major to Date:**

**When did you earn the requested credit? Please provide the term and year.**

**Term:**      Summer      Fall      Spring      **Year:**

**Please list the source of the desired credit. If from a Non-Regionally Accredited institution, please list the name of the specific institution:**

**Course(s) to be articulated:**

Please enter the course subject code, number, title, and credit hours from the transferring institution (e.g., HIST 101 Western Civilization). For Military or credit via certification, please list your MOS or specific credential respectively.

**Are you currently registered for, or have you completed, the WVU pre-requisites needed to take the course(s)?**

Yes

No

Not applicable

**Once you have completed this form, you must email it to your advisor and wait to be notified if your request is approved.**