

DOMESTIC TRANSIENT REQUEST PROCESS

If you would like to take courses at another institution and receive WVU credit, please visit the [Transfer Credits database](#) to find a suitable course.

If you are studying abroad, please complete the study abroad transient request form.

TRANSIENT POLICIES:

1. If you are not in good academic standing (2.0 or higher), your courses will NOT transfer.
2. Until you have received an approval email from your WVU college or school, your courses will NOT transfer. You should not take courses at another institution until you receive the approval email.
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. If you have not successfully completed the WVU pre-requisites for a course, or do not meet the appropriate placement requirements for the WVU version of the course, your transient course will NOT transfer. If a pre-requisite is in progress, you will not receive the approval email until you successfully complete the course(s). Courses taken without approval will not transfer.
5. If a course you wish to transfer is not a direct equivalent to a WVU course, it will not count as a prerequisite to another WVU course without appropriate approvals.
6. Unapproved transient courses post to the WVU transcript as non-articulated coursework (NOEQ) which will NOT raise your GPA or fulfill pre-requisite and major requirements. NOEQ coursework does affect financial aid eligibility.
7. When you have received approval from your WVU college or school and WVU Admissions has received a copy of your transfer transcript, your transient grades and credits will post to your WVU transcript and count in your overall GPA.
8. If you use financial aid to pay for a course which does not apply to your degree requirements, you may be required to repay the aid or lose future aid.
9. Some WVU academic units may have additional rules and guidelines. See your advisor and the [catalog](#) for further information.

INSTRUCTIONS:

1. Go online to the [Transfer Credit database](#).
 - a. If the institution you want to attend is listed, determine which course(s) you want to take and the equivalent course(s) at WVU.
 - b. If the institution you wish to attend, or the course(s) you want to take, is not in the database, you must submit a [Transfer Equivalency Review Request](#). 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 plan to attend more than one institution, you will need to fill out a separate form for each one.
4. You must make arrangements to be admitted and enrolled at the institution you selected.
5. You must have an official transcript emailed to WVUAdmissions@mail.wvu.edu or mailed to the Office of Admissions after you have completed the course(s). Remember to take **ONLY** the course(s) that are approved on your form.
6. Always consult your advisor before you take a course at another academic institution.

Submission of this form signifies understanding of, and agreement with, the policies listed above.

DOMESTIC TRANSIENT APPLICATION**Name:****WVUID:****Email:****Undergraduate:****Graduate:****Current Major:****Advisor:****When do you plan to take this course? Please provide the term and year.****Term:** Summer Fall Spring **Year:****Full name of institution offering the course including branch campus if applicable:****Course(s) to be taken:**

Please enter the course subject code, number, title, and credit hours from the transferring institution (e.g., HIST 101 Western Civilization). Credit Hours

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.

If another institution requires advisor approval to enroll in the transient course, your advisor may sign below and provide you with a copy. This endorsement DOES NOT constitute final approval to post the course to your transcript.

I certify that this student is currently in good academic standing at West Virginia University (GPA 2.0 or higher).

Advisor Signature**Date**