

## 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 international transient request application.

### TRANSIENT POLICIES:

1. You must have a 2.0 GPA or higher to post transient credit to your WVU transcript.
2. 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.
3. If you have not successfully completed the WVU pre-requisites for a course, or do not meet the appropriate placement requirements for the WVU course, you cannot post an equivalent course to your WVU transcript. If a pre-requisite is in progress, the transient request will be held until you successfully complete the course(s). 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.
4. Your transient grades will post to your WVU transcript and count in your overall GPA.
5. Unapproved transient courses may post to your WVU transcript as non-articulated coursework (NOEQ) and the grades and credit hours may affect your financial aid eligibility.
6. Some WVU academic units may have additional rules and guidelines.

### 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](mailto: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.

**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:****Institution:****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 you require advisor approval to enroll in the transient course, your advisor may sign below and provide you with a copy. This endorsement is preliminary and does not constitute final approval to post the course to your transcript.

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

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**Advisor Signature****Date**