

## West Virginia University Course/Credit Transfer Policies for Study Abroad

Academic credit is an important part of your study abroad experience. Please read the instructions and procedures below, carefully. Also, remember it is imperative that you complete all of the documents required for study abroad to ensure your transfer of credit. If you have questions, contact the Office of International Programs (studyabroad@mail.wvu.edu) or 304-293-6955.

### Instructions for Students

- 1 The Study Abroad Transient Form is used for all study abroad programs requiring transient credit. Be sure to list all courses that you intend to take while at the host institution.
- 2 The Study Abroad Transient Form indicates that your Academic Advisor and/or the Departmental Advisor has approved your course choices for your program. For example, if you are majoring in History and planning to take an English course, you will have an Advisor in the English Department approve the English course by signing next to the individual course.
- 3 Your Academic Advisor, your Academic Dean/Designee and you will sign the bottom of the form. Return the complete form to International Programs. Remember to make a copy for your records. International Programs will sign and send the transient form to Admissions once we have received your official study abroad transcript upon completion of your program.
- 4 Remember, the credits you earn abroad will appear on your WVU transcript but will not count towards your overall GPA at WVU. Also, be aware that credits differ in other countries; be sure that your credit equivalency calculations are correct. For example, if you are taking a course that is 6 ECTS (European Credit Transfer System) it will be equivalent to 3 WVU credits.
- 5 If you must change a course after arriving abroad, contact your Academic Advisor immediately. You will need to receive written consent from your advisor to change your course selections. Please be sure to keep a copy of this correspondence as you will need to supply it to International Programs. Keep in mind that the credit transfer process can take anywhere from 3-6 months depending upon the host institution. Remember that it is best to bring your syllabi/course descriptions home with you from your study abroad.
- 6 Finally, request that an official copy of your transcript be sent to International Programs. Your credits from your study abroad cannot be transferred without an **original official** transcript.

### Instructions for Faculty/Advisors/Deans/Designees

- 1 **Academic Advisors:** Please review the transient form and course descriptions/syllabi that are provided by the student. You can approve the course equivalencies by filling in the WVU equivalent next to each study abroad course. As the Academic Advisor, you can approve any course that is within your department. Please sign and date the transient form. If the courses are outside your department, refer the student to the appropriate Departmental Advisor to get the courses outside your department approved.
- 2 **Departmental Advisor:** Please review the transient form and course descriptions/syllabi that are provided by the student. You can approve the course by filling in the WVU equivalent next to each study abroad course. As a Departmental Advisor, you can approve any of the courses that are within your department. Then sign beside the appropriate WVU course equivalency on the transient form.
- 3 **Department and Academic Advisors:** Please attach any special requirements to the transient form if necessary. If you have questions, please contact International Programs (studyabroad@mail.wvu.edu) or 304-293-6955.
- 4 **Dean of Academic College/Designee:** Your signature verifies that you are aware that the student is studying abroad for the specified term and course(s) and will receive credit as long as they meet the minimum grade requirements. Please be sure to check 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).
- 5 If the student must change a course after arriving abroad, they will need to contact the Academic Advisor immediately. The student will need to receive written consent from the advisor to change their course selections. The student will need to be sure to keep a copy of this correspondence and supply it to International Programs. Keep in mind that the credit transfer process can take anywhere from 3-6 months depending upon the host institution. Remember that it is best to bring all syllabi/course descriptions home from the study abroad experience.
- 6 Finally, the student will need to request that an official copy of the transcript be sent to International Programs. The credits from studying abroad cannot be transferred without an **original official** transcript.

## WVU Study Abroad Transient Form

Students: Read the course/credit transfer policies before presenting this form, course descriptions and program information to your academic advisor. Please keep a copy of the completed form for your records. Return the completed and signed form BEFORE your study abroad to: The Office of International Programs, 336 Stansbury Hall. (Use additional pages as needed.)

Name: (as it appears on passport) <b>Robert J Dylan</b>		WVU ID: <b>700XXXXX</b>	Credits Earned at WVU: <b>68</b>	Credits transferred to WVU: <b>6</b>
Current Major: <b>Music Education</b>	Academic Status: <b>Undergraduate</b>	Current GPA: <b>3.05</b>	Semester Abroad: (ex: Fall 2015) <b>Spring 2020</b>	
Location/Country of Study Abroad: <b>Ifrane, Morocco</b>		Program Sponsor/Institution: <b>WVU Exchange with Al Akhawayn Universit</b>		
Start/End Date of Program: <b>January 7 - May 5, 2020</b>		WVU Email Address: <a href="mailto:rdylan12324@mix.wvu.edu">rdylan12324@mix.wvu.edu</a>		
Home Address and cell phone number: <b>123 Dorime Street, Morgantown, WV 12345 304-123-4567</b>	Will the student meet the Credit Residence Requirement? Yes / No	Promise Eligible: Yes / No	Other Fin Aid/Scholarship eligible: Yes / No	

### Student Completes with Advisor/Designee

Host Institutions Course Number and Title	Credit Hours	WVU Equivalent Course Number and Title	WVU Credit	Departmental Approval: Name and Signature (if necessary)
Mus 4420 Morocco Music and Dance	6 ECTS	MUS 123 Music and Dance 1	3	
HIST 5970 History of Arabic Culture	4 ECTS	HIST 000 History of Arabic Culture	2	Rebecca Hare <i>Rebecca Hare</i>
BUS 1529 Int Business Policies	5 ECTS	BUS 125 International Business	3	APMorgan <i>APM</i>
MUS 5520 AAU Concert Choir	2 ECTS	MUS 111 Choral Music	1	
French 100 Beginning French	6 ECTS	FRCH 100 Beginning French	3	H. Paul Oliver <i>HPOliver</i>
ENG 112 Topics in Writing	2 ECTS	JOURN 000 Topics in Writing	1	Jorge Lies <b>Jorge Lies</b>
ASIA 118 topics in Japanese Hist	3 ECTS	JAP 111 Japanese History	2	A. Baloney <i>Anthony Baloney</i>
ARB 165 Arabic for Life	3 ECTS	ARB 000 Arabic for Life	2	JM George <i>Jgeorge</i>

<b>Student Signature:</b>		<b>Date</b>	
<i>Robert J Dylan</i>		12/1/19	
<b>Advisors Printed Name and email address</b>		<b>Advisors Signature</b>	
SDBrown <a href="mailto:Sdbrown1234@mail.wvu.edu">Sdbrown1234@mail.wvu.edu</a>		Sbrown	
		12/1/19	
<b>Dean/Designee Printed Name</b>		<b>Dean/Designee Signature</b>	
VC Apple		<i>VCApple</i>	
		12/2/19	
<b>OIP Signature</b>		<b>Admissions Signature</b>	
<i>George Jones</i>		C Kayla	
Date: 6/5/20		Date: 6/7/20	

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Full Name:		WVU ID:	Credits Earned at WVU:	Credits transferred to WVU:
Current Major:	Academic Status:	Current GPA:	Semester Abroad: (ex: Fall 2015)	
Location/Country of Study Abroad:		Program Sponsor/Institution:		
Start/End Date of Program:		WVU Email Address:		
Cell phone number:	Will the student meet the Credit Residence Requirement?	Promise Eligible:	Other Fin Aid/Scholarship eligible:	

### Student Completes with Advisor/Designee

Host Institutions Course Number and Title	Credit Hours	WVU Equivalent Course Number and Title	WVU Credit	Departmental Approval: Name and Signature (if necessary)

<b>Student Signature:</b>		<b>Date</b>	
<b>Advisors Printed Name and email address</b>		<b>Advisors Signature</b>	
<b>Dean/Designee Printed Name</b>		<b>Dean/Designee Signature</b>	
<b>OIP Signature</b>		<b>Admissions Signature</b>	
<b>Date</b>		<b>Date</b>	