

WCU ID#: _____

Required

NSE TRANSFER CREDIT PROGRAM APPROVAL

All students planning to take courses while on exchange must complete this form and return it to the NSE Coordinator in the Center for International Programs (Mitchell Hall 3rd Floor).

I understand that all grades and credits for course work will transfer with the exception of an assigned equivalency of "___99" (these are assigned when there is no equivalent). If a "___99" is determined as the equivalent, only the credits transfer, not the grade. A copy of the course description must be attached for each course.

In addition to all other transfer credit policies, the following criteria apply:

- A course will not transfer if it has already been completed or failed at West Chester University.
- WCU students must have a cumulative GPA of 2.0 at the school where the courses were taken in order to transfer them back.

Reminders:

- Transferred courses cannot be used to satisfy the diverse communities, speaking emphasis, writing emphasis, or ethics requirements.
- See your academic advisor for all major/minor program requirements.

Student Name: _____

Phone: _____

Major: _____

Name of Visiting College/University _____

Term (Select one): Fall Winter Spring Summer Year: _____

Student Signature: _____ Date: _____

Course Title (for example HIS 101)	Credits	WCU Course Equivalency from Transfer Credit Center (No WCU signature needed in column 5)	Credits	Signature of WCU Dept. Chair (This is needed if course is not on Transfer Credit Center)	Date

Approved by Advisor: _____ Date: _____

Approved by Major Dept Chair: _____ Date: _____

Note: At the completion of course work, student must mail an official transcript to:

*National Student Exchange Coordinator
675 S. Church Street 320 Mitchell Hall
West Chester, PA 19383*

No credit will be given if an official transcript is not received. The University reserves the right to reassess the precise distribution of course credits awarded.



Center for International Programs | 320 Mitchell Hall | Ph: 610-436-3515 | Fx: 610-436-3426
www.wcupa.edu/international | nse@wcupa.edu

Office of the University Registrar | 25 University Avenue | Ph: 610-436-3541 | Fx: 610-436-2370
www.wcupa.edu/registrar | transfercredits@wcupa.edu