

Print _____
 Last _____ First _____ MI _____
 DATATEL/Student # _____

West Virginia Wesleyan College

Office of the Registrar/Academic Services
 59 College Avenue
 Buckhannon, West Virginia 26201
 Voice: (304) 473-8470 Fax: (304) 473-8531

Application for Credit Transfer

I request permission to enroll at:

College or University _____
 Street Address _____
 City, State, Zip Code _____

for the term beginning _____, 20____ and ending _____, 20____

I understand the following West Virginia Wesleyan policies regarding transfer of credit (please initial beside each statement):

- _____ 1. Grade and quality points earned at another institution will not eliminate a deficit that may exist on work completed at Wesleyan.
 - _____ 2. The C-/F repeat policy (see WVWC college catalog)
 - _____ 3. At least 24 of the final 30 hours must be taken in residence at Wesleyan.
 - _____ 4. The other institution may require a statement of good standing and/or a transcript from WVWC as a requirement for taking courses. It is the student's responsibility to check with the other institution regarding requirements.
 - _____ 5. No credit shall be recorded until an official transcript is received by Wesleyan's Office of the Registrar.
- Note:* It is the responsibility of the student to request the **official transcript** when the course has been completed.

I request permission to enroll in the courses listed below:

Office Use Only

Dept. & No.	Descriptive Title	Sem. Hrs.	Wesleyan Dept. & No.	Status

NOTE: A copy of the course description(s) from the other institution must be attached to this form.

Most institutions have on-line catalogs with course descriptions toward the back of the catalog. Some sites have course description search boxes.

Please review and update my academic status. _____

Campus Box Number _____

Signature _____

Summer Address _____

City, State, Zip Code _____

TO THE RECEIVING INSTITUTION:

The aforementioned student is a degree candidate at West Virginia Wesleyan College. S/he has been granted permission to enroll in the above course(s) with approved status and to transfer these credits & grades back to West Virginia Wesleyan College. We appreciate your permitting this student to enroll under this authorization.

Date Approved

Shauna G. Jones, Credentials Analyst