

WCU ID#: \_\_\_\_\_

*Required*

## NATIONAL STUDENT EXCHANGE 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 3<sup>rd</sup> 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 or writing emphasis 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 matrix (No WCU signature needed.)	Credits	Signature of WCU Dept. Chair (This is needed if course is not on matrix.)	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.

Revised: March 7, 2016



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 Office of the University Registrar | 25 University Avenue | Ph: 610-436-3541 | Fx: 610-436-2370  
[www.wcupa.edu/registrar](http://www.wcupa.edu/registrar) | [trancred-registrar@wcupa.edu](mailto:trancred-registrar@wcupa.edu)