**STEP 1 – Review WKU’s Transfer Credit Policies & Meet with Your Academic Advisor**

The credits from your global learning program will likely transfer back to WKU, but you will need to do some work to make that happen. You must understand and follow WKU’s transfer credit policies and process.

Some important information to cover with your academic advisor with regards to transfer credit and graduation requirements:

* **Residence Requirement for Graduation:** WKU has policies regarding the number of total credit hours and the number of major/minor hours that must be received through direct WKU instruction (i.e. a course taught at and by WKU). Be sure to speak with your academic advisor about this.
* **Grade Records:** Individual transfer courses, credits, and grades from your host institution will show up as “Transfer Credit Accepted by Institution” on your WKU Academic Transcript and will be calculated into your cumulative GPA

**STEP 2 - Finding Courses to Take on Your Program**

Finding information about the courses offered through your program/host institution is very important. Your academic advisors and department heads need course information in order to make sure that courses fit appropriately into your graduation plan and WKU course requirements. (Use the **Course Worksheet** below to facilitate good planning and effective conversations with your advisors.) How you access course information depends on which program you are planning to participate on:

1. Meet with your academic advisor at WKU to discuss which courses you need to take/stay on track for your WKU graduation requirements and identify which types of courses you wish to take on your program (i.e. What would you need to take if you were at WKU for the term you plan to be abroad?)
	* Keep in mind, you are not guaranteed access to every course at your host campus, so be sure to select several back-up choices as well.
2. Identify the School of Record for your program- This is the institution that will be issuing your transcript. You can usually find this information on the program’s webpage and/or by reaching out to the organizer of the program.
3. Identify courses available for you to take on your program. There are a few places to begin your research on course options at your host campus:
	* Visit your program/host institution’s website and search for their course listing/catalog/handbook/prospectus to search for courses by subject and major.
	* Reach out to staff of the program and/or host institution for assistance in locating course listings and course descriptions for the term you are planning to study.
	* The timing of when specific course information is released for the term you are planning to go varies greatly by program and host institution. Generally, you can view course options from previous terms to get an idea of what courses will be available to take.
4. Identify if any of the courses offered on your program have potential equivalents at WKU by working with the [WKU Transfer Center](https://www.wku.edu/transfer/).
	* The WKU Transfer Center can assist with pre-existing course equivalencies
	* If you identify potential equivalent courses, your Academic Advisor and/or WKU Academic Departments are a resource to ask them to review your research
5. Once you have identified several courses at your host campus that you are interested in, here is the information you should compile:
* Course description (at a minimum) and objectives
* Course syllabus, if available
* Number of credits/hours of instructions
1. Your completed **Course Worksheet** will show your course choices at your host campus and what you and your advisor believe to be the WKU equivalents

**STEP 3 – Receiving Course Approvals**

There are two types of course approvals: Equivalent to WKU Courses & Substitutions to WKU Courses

* ***Equivalent*** to WKU Course- This means that the course you will be taking on your program is almost identical to an existing WKU course. You will use the Transfer Equivalency Form to have these approved.
* ***Substitution*** to WKU Course- This means there is not a WKU course that is equivalent to the course you are planning to take abroad. To have the course you are taking abroad count for a specific graduation requirement at WKU, you will need to work with the Academic Department to complete the iCAP Exception Form or the Degree Works Exception Form (depends on when you started at WKU which form you will use- your Academic Advisor can determine this).
	+ [Degree Works Exception Form](https://www.wku.edu/degreeworks/documents/ug_dw_exception_form.pdf) – Found on the Registrar’s Website

The Transfer Equivalency Form needs to be completed for each course that you need to transfer back to WKU that have equivalent courses at WKU. Courses from the same department may be on one form. Courses from different departments each need their own form. The Department Head or appropriate department representative for each course needs to sign off on the form. Your academic advisor can assist in determining who to contact in the academic department.

**Meeting with Department Heads:**

Use the [**Transfer Equivalency Form**](https://www.wku.edu/studyabroad/documents/revised_transfer_credit_form.pdf) and/or course exception process to get courses approved to meet different college, major or minor requirements.

1. At this meeting, you will discuss the classes you're interested in taking and identify which requirements they may fulfill. Bring all of the course information (description, syllabi, etc.) you collected earlier as well as the info you found on the Transfer Center’s database.
	* It is possible the Academic Department may require a syllabus before they can approve a course. If you were unable to locate a syllabus, you may need to reach out to the program coordinator or host institution contact.
2. After finalizing classes with your advisors and Department Heads, **keep a copy of the Transfer Equivalency Form for yourself**. Most likely, the academic department will keep the original form to submit to the Registrar and Transfer Center, rather than having you submit the forms.
3. If the department has determined that you need a course substitution, rather than a course equivalency, keep a record of any approvals you receive prior to going on your program, but you may need to wait until WKU has received a transcript from your program/host institution before the exception forms can be submitted to the Registrar’s Office.

*Without a signed Transfer Form* ***BEFORE*** *your program, WKU may not accept the work you complete at your host school. If you have any course enrollment changes during your program, a new transfer form must be completed and approved by the appropriate WKU Department Head for transfer back to WKU. This must be done for each semester/term that you are on exchange.*

**STEP 4 – During Your Program**

Keep copies of your course syllabi from when you are on your program. The WKU Transfer Center may request this when completing your transfer credit equivalencies/substitutions upon receiving your final exchange transcript.

**STEP 6 – After Your Program**

To begin the transfer credit review process, at the end of your program you must have an official transcript from your school of record sent to WKU. **If you are graduating the semester of your program, it is very important that you keep in touch with the WKU Registrar’s Office about when your transcript will be arriving to WKU as there are deadlines for when the transcript must be received back to the WKU Transfer Center.**

* It is common for transcripts to take 8-12 weeks to be sent to WKU- sometimes longer for transcripts coming from international universities.

If your school of record is a U.S. institution, they may use National Student Clearinghouse. If yes, then you can order your transcript from National Student Clearinghouse here: [Order Your National Student Clearinghouse Transcript](https://secure.studentclearinghouse.org/tsorder/faces/TOBridge?_afrLoop=119392730698600&_afrWindowMode=0&_adf.ctrl-state=1rjl6r3v_4).

Official Transcript from your host institution/school of record should be sent directly to this location:

WKU Global

 Honors College & International Center 1014

 1906 College Heights BLVD

 Bowling Green, KY 42101

***It is your responsibility to ensure that your transcript has been received by the WKU Transfer Center after your program and to confirm that the courses you took are showing up correctly on your WKU Transcript.***

**Global Learning Course Worksheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Host Course Department & Course Number** | **Host Course Title** | **Host Course Credit Hours** | **WKU Equivalent Department and Course Number** | **WKU Course Title** | **WKU Course Credit Hours** |
| *Ex. SPAN 102* | *Beginning Spanish 2* | *3* | *SPAN 201* | *Elementary Spanish 2* | *3* |
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