



## Transfer Admissions & Engagement

### R C 2001 ALTERNATE Petition for Credit

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

AppState Email: \_\_\_\_\_

Current Major: \_\_\_\_\_

Date: \_\_\_\_\_

Complete the following steps to submit your **R C 2001 ALTERNATE Petition**:

1. Download the pdf form, then open it **from your Downloads folder**.
2. Enter the appropriate info in the table below: For **EACH** of the research-based, writing-intensive courses **outside of an English or creative writing department or program** that you are using for this petition, please list the transfer institution, the prefix & number of the course that you took, the number of credit hours, and the grade that you received in the course. You must provide this information **for a minimum of two courses** but may provide it for more than two, if you wish.

Transfer Institution Name	Transfer Course Prefix & Number (e.g., MAT 123)	Credit Hours	Grade	<b>Dept Chair Decision:</b> Please check one		
				SO = Approved this Student Only	SI = Approved Student & Institution	D = Denied
				<input type="checkbox"/> SO	<input type="checkbox"/> SI	<input type="checkbox"/> D

3. Save the form.
4. **Combine** the saved form with a corresponding syllabus from **EACH** transfer course **into a single document**.
5. Save the combined file using the word **'Petition,'** followed by **your name** and **'R C 2001 ALTERNATE'**.
  - Ex: Petition Daniel Boone R C 2001 ALTERNATE
6. **From your AppState email address**, email the combined file to **transfer@appstate.edu**. Put your file name in the 'subject line' (Ex: Petition Daniel Boone R C 2001 ALTERNATE).

**NOTE:** Allow 2 – 3 weeks for a decision from the Department of English (the Rhetoric & Composition program is a part of the Department of English). You will be notified via your AppState email when a decision has been made. Approved course adjustments will be reflected in your DegreeWorks audit.