



**Online & Transfer Services
Petition for Credit**

First Name: _____

Last Name: _____

Student ID: _____

AppState Email: _____

Current Major: _____

Date: _____

Complete the following steps **for each course that you wish to petition:**

1. Download the pdf form, then open it **from your Downloads folder.**
2. Enter the appropriate info in the table below. List both the course that you took at your transfer institution and the credit you wish to receive at Appalachian.
 - Under **Current ASU Course Credit**, list the credit ASU has awarded to this point (Ex: ART ELEC).
 - Under **Requested ASU Course Credit**, list the ASU course credit that you wish to receive (Ex: ART 2011).

Check if coursework is 10 years or older

Transfer Institution Name	Transfer Course Prefix & Number	Credit Hours	Grade	Current ASU Course Credit	Requested ASU Course Credit	Dept Chair Decision: 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
<i>Example: Caldwell CC</i>	<i>ART 116</i>	<i>3.0</i>	<i>B+</i>	<i>ART ELEC</i>	<i>ART 2011</i>	
						<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 your transfer institution **into a single document.**
 - [Click here for an example](#)
5. Save the combined file using the word '**Petition**,' followed by **your name** and the **ASU course** you wish to receive.
 - Ex: Petition Daniel Boone ART 2011
6. **From your AppState email address**, email the combined file to **ots@appstate.edu**. Put your file name in the 'subject line' (Ex: Petition Daniel Boone ART 2011).

NOTE: Allow 2 – 3 weeks for a decision. You will be notified via your AppState email when a decision has been made. Approved course adjustments will be reflected in your DegreeWorks audit.