Sample Completed Form

Appalachian STATE UNIVERSITY

Online & Transfer Services

Petition for Credit

First Name: Daniel **Last Name:** Boone

Student ID: 900xxxxxx **AppState Email:** xyz123@appstate.edu

Current Major: sample major **Date:** Jan 1, 2020

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
Example: Caldwell CC	*ART 116*	*3.0*	*B+*	*ART ELEC*	*ART 2011*	
State U	MAT 155	4	A	MAT ELEC	MAT 1020	☐ SO ☐ SI ☐ 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.

Email: ots@appstate.edu
Website: transfer.appstate.edu

130 John E. Thomas Hall
ASU Box 32166, Boone, NC 28608

Phone: 828-262-7877
Fax: 828-262-7462

Sample Syllabus

MAT 555 – COLLEGE ALGEBRA w/ APPLICATIONS
FALL 2019
sec. 101 & 102 (9am), sec. 103 & 104 (10am)

Instructor:	**Instructor A**
Office:	**241 XYZ Hall**
e-mail address:	**instructor_A@StateU.edu**
Office Phone:	**(555)555.5555**
Office Hours:	**M @ 8 - 9; W @ 11 – noon; R @ 11 – 1** **See also TA office hours posted to our course page** *** otherwise by appointment**
MATHLAB (free help)	**Room 103A from 5 - 8pm on MTWR**

**** This is NOT a contract. Everything written in this syllabus is subject to change at the instructor's discretion. ****

MAT 555 – State U. Bulletin Description:
A study of algebraic concepts and applications for students who are not required to take calculus, but who require a working knowledge of algebra and functions. Tabular, graphical, and algebraic presentations are investigated, with emphasis on linear, power, exponential, and logarithmic models. Applications are chosen from a variety of topics, including in particular finance, units and measurement, right triangle trigonometry, and population modeling. Not open to students who are enrolled in or have credit for MAT 1010, MAT 1030, or MAT 1110. Students may not receive credit for both MAT 1010 and MAT 1020. (ND Prerequisite: passing the math placement test or successful completion of MAT 0010.)

Quantitative Literacy Goals and Objectives:

Quantitative Literacy Goal	**MAT 555**
The course will focus on how to recognize situations where quantitative methods can be used to model and solve problems, and employ appropriate tools (specifically technology) in formulating, analyzing, and solving those problems.	*Students will investigate real-world applications of algebra to gain skill in algebraic manipulation, employing technology to visualize the situation and assist with non-trivial calculations. Many problems are posed in context, and students must identify assumptions and choose appropriate symbolic and technological tools (primarily graphing calculators) to solve the problems.*
The course will examine ways to communicate quantitative ideas and concepts using a variety of representations, including numerical, graphical, and algebraic.	*Students will investigate real-world applications, determine an appropriate solution method, and produce solutions using numerical, graphical, and algebraic manipulations. Many problems are posed in context, and students must identify assumptions and build and solve mathematical formulations, often using multiple representations.*
The course will investigate how to recognize and draw upon connections between the mathematical sciences and other disciplines, and between the mathematical sciences and life experiences.	*Students will explore mathematical concepts in context, examining how algebra can be used to solve problems from a variety of technical disciplines.*
The course will encourage the development of number sense and recognize quantitatively reasonable and unreasonable solutions to problems.	*Students will relate solutions back to the real-world situation in which the problem arose. Problems are posed in context, and students identify assumptions, build mathematical formulations, solve the problems, and then explain in context what the solution means, including recognizing reasonable and unreasonable resulting courses of action.*

Required Resources:
- RENTAL TEXT: ***College Algebra***, by Author A
- ADDITIONAL MATERIALS: Disseminated through our course page
- CALCULATOR: Calc-83, 83+, 84 or 84+
- On-Line Student Tutorial ($35 + tax / student)

Content: The course will cover selected sections from Chapters 1 through 7, and three supplements available through our course page. Specific information regarding timeline and sections covered will be posted on our course page.

Grading & Assignments: Final course grades will be based on the following distribution:

Wiley Plus Homework	15%	**Small-Group Classwork**	10%
Quizzes	15%	**Exams**	30%
Comprehensive Final Exam	20%	**Citizenship**	2%
Mini-Projects (2 total)	8%		

- **HW** You will submit weekly assignments through the on-line student tutorial system. These assignments will generally be due on Wednesday nights @ 11:45pm. No late submissions will be accepted.
- **Small-Group Classwork** Students will complete small-group classwork activities during most Thursday class periods throughout the semester. One completed assignment will be submitted for grading per group <u>by Friday (the day after the class period in which students work on the assignment) @ 3pm</u>. Groups must consist of 2-3 students. Each small-group activity will be weighted equally. You must show up to class in order to receive and hand in the assignment.
- **Quizzes** Quizzes will be taken in class (generally at the beginning of class on Mondays), and there will be no make-ups on missed quizzes which are not scheduled in advance. I will drop your 1 lowest quiz grade of the semester. Each quiz will be weighted equally.
- **Exams** Exams will be taken in class, and each will hold equal weight. Make-up exams MUST be scheduled in advance. If an exam is missed and no make-up had been scheduled previously, the grade will be entered as a zero. A replacement grade for the exam will then be assigned at the end of the semester, equal to 75% of the grade earned on the Final Exam. This policy may only be used for one exam. Additional missed exam(s) will be zeros.
- **Comprehensive Final Exam** The final exam will be comprehensive. The date and time of your section's final exam is posted to our course site.
- **Citizenship** Students are responsible for attending regularly and fully participating in class. Regardless of the reason for missing a class, every student is responsible for material covered, announcements made, and assignments given. It will be very difficult to keep up with the course if you are not in class, since so many concepts will be introduced and explored in class. Please make every effort to come to each class session AND to be an active participant. More than 4 unexcused absences will result in a loss of citizenship points.
- **Mini-Projects** A total of two mini-projects will be completed throughout the semester (each with a defined due date). Each project will represent 4% of your course grade.

Grading Scale: Your final grade for the semester will be based on the scale below, set by State U.

Percentage	Grade	Percentage	Grade	Percentage	Grade
93-100	A	80-82.99	B-	67-69.99	D+
90-92.99	A-	77-79.99	C+	63-66.99	D
87-89.99	B+	73-76.99	C	60-62.99	D-
83-86.99	B	70-72.99	C-	0-59.99	F

Where to Get Help:

- Office hours are set aside especially for you. If I need to cancel any of these, I will do my best to let you know a day in advance; if you cannot come during those times, please make an appointment. Check your State_U.edu email regularly.
- The **Math HELP Lab** is a **<u>free</u>** tutoring room, open from **5-8 PM in Room 103A** starting the second week of classes. This room is covered by math majors and graduate students and help is available on a first-come first-served basis. It is a good place to sit and do practice problems!
- You can seek additional tutoring services through University Tutoring Services in the Learning Assistance Program (LAP).

Official Course Policies (per State U): All students will be subject to the standard university policies. Please read the complete set of policies governing **academic integrity**, **accommodations and services for students with disabilities**, **class attendance**, and **student engagement.** Ignorance of these policies cannot be used as a request for accommodation.

The State U Academic Integrity Code is enforced in this class. We shall not tolerate lying, cheating, or stealing in any form and will oppose any instance of academic dishonesty. This course will follow the provisions of the Academic Integrity Code, which can be found on the Office of Student Conduct Web Site.

Disability Accommodations: State U is committed to making reasonable accommodations for individuals with documented qualifying disabilities. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS).

Use of Certain Electronic Devices

Cell phones and other electronic devices should be turned to "vibrate," "silent," or "off" mode during regular class meetings. This is especially important during exams, when I ask that they remain stowed out of sight. Any use of a cell phone, iPod, or similar device during an exam is not permitted, and use of such a device during an exam will be considered a violation of the academic integrity policy.

**** Re-read this syllabus with care, and if you have any questions, just ask me! ****