



Online & Transfer Services
Visiting Course Request Form

First Name: _____ Last Name: _____

Student ID: _____ AppState Email: _____

Current Major: _____ Date: _____

Institution you plan to attend: _____

Academic Term/Year you plan to attend (e.g., summer 20XX) _____

Initial _____ I have verified that the course(s) I am requesting is (are) offered during the term indicated.

Reason(s) for taking the course(s) at another institution? Cost _____ Close to home _____ Course Not Offered at App _____

Difficulty registering at App _____ Prefer Online _____ Graduation Shortage _____ Required for my App State Online program _____

Other (please explain): _____

Indicate below the visiting institution's course(s) in which you plan to enroll: A course equivalency guide is available to assist in determining how coursework from other institutions transfer to Appalachian. Visit our website: transfer.appstate.edu.

Academic Department	Course Number	Course Title	# Credit Hours	Online	Office Use Only
ENG	111	Expository Writing	3	Yes	

Please read the following terms and conditions, regarding Visiting Coursework:

- An Appalachian student who wishes to take coursework at another collegiate institution must receive approval from Appalachian State University **PRIOR** to enrollment at the other institution. **Failure to secure prior approval may result in the coursework being deemed unacceptable for transfer.**
- An Appalachian student must be in academic "good standing" (they cannot be on academic probation).
- Coursework at the lower division level (1000/2000) is evaluated by OTS; coursework at the upper division level (3000/4000) is evaluated by the appropriate academic department. To request permission for upper division coursework, the student may work directly with the appropriate departmental chairperson (be sure to forward an approval from the chair to ots@appstate.edu) or they may submit the **Petition for Credit form** (found at transfer.appstate.edu) to OTS at ots@appstate.edu. If using the Petition process, please indicate to OTS that your request is for an upcoming Visiting Course. If approved by the department, complete the process by handing in this completed form or by logging into AppalNet and submitting the request via Student Self-Service.
- If a student wishes to take coursework at another collegiate institution while concurrently enrolled at Appalachian, the combined total of credit hours should not exceed 18 semester hours.
- If the requested course is offered at Appalachian, approval will be required. It is strongly recommended that students check the current Schedule of Classes to determine if a course is available at AppState for them.
- Grades earned at another collegiate institution will not be computed in or allowed to affect grade-point-average at Appalachian.
- To graduate from Appalachian, a student must complete the following in residence:
 - A minimum of eighteen (18) semester hours in the major and (if applicable) nine (9) semester hours in the minor; and
 - At least 25% of the credit hours required for the degree
- A minimum of 50 hours from a "senior" institution (i.e., a four-year institution) is required for a baccalaureate degree

[OVER]

Return Form to:
Online & Transfer Services
130 John E. Thomas Hall

ASU Box 32166, Boone, NC 28608
ots@appstate.edu

828-262-7877 (Phone)
828-262-7462 (Fax)

Student Responsibilities

- It is the student's responsibility to communicate with their advisor to determine how the course meets degree requirements.
- It is the student's responsibility to follow the admission requirements, registration procedures, and prerequisites at the visiting collegiate institution.
- If the student requires credit for courses at the 3000 level or above, they must receive approval from the appropriate departmental chairperson prior to submitting the Visiting Coursework request in AppalNet. To receive permission, students may submit the **Petition for Credit form** to OTS at ots@appstate.edu, who will route to the department for review. Or they may work with the department directly and forward an approval from the chairperson to ots@appstate.edu. If using the Petition process, please indicate to OTS that your request is for an upcoming Visiting Course. NOTE: If approved by the department, complete the process by handing in this completed form or by logging into AppalNet and submitting the request via Student Self-Service.
- Upon completion of the coursework, the student must submit a final official transcript to Online & Transfer Services at Appalachian.
- A student will not receive transfer credit for any course with a grade lower than "C" (2.0). Grades of "C-" (1.7) and below will not transfer.
- A student cannot repeat a course at another institution in order to remove a low grade earned in a course taken at Appalachian. Grades earned at another collegiate institution will not be computed in or allowed to affect the grade-point-average at Appalachian.
- The approval is only valid for the term indicated.
- Failure to request prior permission may result in the course(s) not being accepted.

Please sign below, if you agree to the terms, conditions, and student responsibilities.

Student Signature: _____ **Date:** _____
(Submission of this form via e-mail from an AppState e-mail account will be accepted as an electronic signature)