



Office of Transfer Services

Petition for Undergraduate Transfer Credit

Last Name: _____

First Name: _____

Student ID: _____

Phone #: _____

Email: _____

Major: _____

Date: _____

Please complete the following steps in order to petition for transfer credit:

- Attach a course description or syllabus for each of the course(s) you are petitioning for credit. It may be copied from a college catalog or a college website. Syllabus information is always preferred.
- Complete the course information for each of the course(s) you wish to petition in the boxes below.
- Submit all documentation to the **Office of Transfer Services, ASU Box 32166, Boone, NC 28608**, by email at **ots@appstate.edu**, or deliver to 130 John E. Thomas Hall.
- Please consult with your advisor if you have questions about this process.

Please list the coursework below that you took at your transfer institution and the credit you wish to receive at Appalachian. Under **“Current ASU Course Credit”** please list the credit which ASU has awarded you at this point (e.g., ART ELEC). Under **“Requested ASU Course Credit”** please list the ASU course you wish to receive credit for (e.g., ART 2011).

Please 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 for this Student Only	SI = Approved for this Student & Institution	D = Denied
<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
						<input type="checkbox"/> SO	<input type="checkbox"/> SI	<input type="checkbox"/> D
						<input type="checkbox"/> SO	<input type="checkbox"/> SI	<input type="checkbox"/> D
						<input type="checkbox"/> SO	<input type="checkbox"/> SI	<input type="checkbox"/> D

Please be aware that this process may take time. You will be notified via your Appstate email when a decision has been made on your coursework. Approved credit will be viewable in your Degree Works audit under Class History.

Department Instructions

Department Chairs should check one of the decision boxes in the above table and sign the bottom of this form or complete the Banner Form SZATPET (appropriate training required-contact OTS for more information). Departments may forward this form or send detailed information to The Office of Transfer Services at ots@appstate.edu, fax to 828-262-7462, or mail to 130 John E. Thomas Hall.

Department Chair signature _____

Date _____

Comments:

Return Form to:

Office of Transfer Services
130 John E. Thomas Hall

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

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