



Office of Transfer Services
Visiting Course Request Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_
Student ID: \_\_\_\_\_ Phone #: \_\_\_\_\_
E-mail: \_\_\_\_\_ Major: \_\_\_\_\_

Institution you plan to attend: \_\_\_\_\_

Academic Term/Year you plan to attend: \_\_\_\_\_

[ ] (Initial) I have verified that the course I have requested is offered during the term indicated.

What is your reason for taking this course at another institution: \_\_\_ Cost \_\_\_ Close to home \_\_\_ Course Not Offered
\_\_\_ Difficulty registering for class at ASU \_\_\_ Prefer an online option \_\_\_ Shortage for graduation \_\_\_ Other (explain):

It is the student's responsibility to follow the admission requirement and registration procedures at the visiting collegiate institution. The student is responsible for submitting the official transcript from the institution once the coursework has been completed. Send transcript to the Office of Transfer Services, ASU Box 32166, Boone, NC 28608 or deliver to 130 John E. Thomas Building.

Please read the following information regarding the transfer of credit:

- 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.
- The course(s) is only valid for the term indicated.
- An Appalachian student must be in academic "good standing." (he/she cannot be on academic probation)
- Coursework at the lower division level (1000/2000) is evaluated by the Office of Transfer Services; coursework at the upper division level (3000/4000) is evaluated by the appropriate academic department.
- If a student wishes to take coursework at another collegiate institution while concurrently enrolled at Appalachian, the combined total of credit hours for which he or she will be allowed to enroll cannot exceed 18 semester hours.
- Permission may not be granted if the course for which the student is requesting to take at another institution is scheduled and available at Appalachian during the academic term in question.
- A course will not be approved for transfer unless all prerequisites are completed prior to enrollment in the course.
- A student will not receive transfer credit for any course with a grade lower than "C".
- Grades earned at another collegiate institution will not be computed in or allowed to affect the grade-point-average at Appalachian.
- To graduate from Appalachian, a student must complete the following in residence:
o As a minimum, the final thirty (30) hours (students who study abroad on an Appalachian-approved exchange are excluded from this provision); and,
o A minimum of eighteen (18) semester hours in the major and (if applicable) nine (9) semester hours in the minor; and
o At least 25% of the credit hours required for the degree.

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

Table with 6 columns: Academic Department, Course Number, Course Title, # of Hours, Online, Office Use Only. Row 1: ENG, 111, Expository Writing, 3, Yes, [ ]

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(Submission of this form via e-mail from an ASU e-mail account will be accepted as an electronic signature)

Return Form to:
Office of Transfer Services
130 John E. Thomas Hall

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

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