



Office of Transfer Articulation

Petition for Undergraduate Transfer Credit

Last Name: _____ First Name: _____
Student ID: _____ Phone #: _____
E-mail: _____ Major: _____
Date: _____

PROCESS FOR NEW STUDENTS (PRIOR TO ENROLLMENT AT ASU)

- 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.
• Include a printout of your Transfer Coursework Evaluation from your myApp account.
• Complete the course information for each of the course(s) in the textbox below.
• Submit all documentation to the Office of Transfer Articulation, ASU Box 32166, Boone, NC 28608, by e-mail at ota@appstate.edu, or deliver to 134 John Thomas Building.

PROCESS FOR CURRENTLY ENROLLED STUDENTS

- 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.
• Include a printout of your transfer coursework from your transcript on AppalNET / Banner Self-Service. This is available by selecting the Student Records link under the Student tab in AppalNET / Banner Self-Service.
• If you are petitioning credit for multiple courses in different departments (eg. English, History & Math), a separate form will need to be completed to submit to individual departments.
• Complete the course information in the textbox below.
• Submit all documentation to the department in which you wish to receive credit. Department contact information is available online at www.registrar.appstate.edu/transfer/index.html.
• 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., ELE CRED). Under "Requested ASU Course Credit" please list the ASU course you wish to receive credit for (e.g., ENG 2170).

☐ Please check if coursework is 10 years or older.

Table with 7 columns: Transfer Institution Name, Transfer Course Prefix & Number, Credit Hours, Grade, Current ASU Course Credit, Requested ASU Course Credit, Department Office Use Only (*See decision types below). Row 1: Caldwell Comm Coll, ART 116, 3.0, B+, ELE ELEC, ART 2011, ART 2000, SO.

Please be aware that this process may take time. You will be notified when a decision has been made on your coursework and credit awarded will be viewable either in your myApp or AppalNET account.

Departments may forward this form or e-mail detailed information to The Office of Transfer Articulation at ota.appstate.edu, fax - 7462, or 134 JET Building.

Chair signature _____ Date _____

*Decision types: Student Only = SO, Student and Institution = SI, Denied = D

Visit our Website at www.ota.appstate.edu