

Appalachian State University

Request to Take Coursework at Another School

PLEASE SUPPLY THE FOLLOWING INFORMATION:

1. Name: _____ ASU Box # _____
2. Student ID Number: _____ Major _____ Phone # _____
3. Indicate the school you plan to attend (if this is NOT a North Carolina Institution, you must supply course descriptions): _____
4. Indicate the academic term and year in which you plan to attend the above school: _____
5. It is the student's responsibility to follow the admission's requirements and registration procedures at the visiting collegiate institution. You are also responsible for asking the other school to send a transcript to ASU when you complete the course(s). Make the request in the Registrar's Office at the other school. There may be a charge for this service.

Indicate below the courses AT THE ABOVE SCHOOL in which you plan to enroll:

| | Academic Department | Course Number | Course Title | # of hours | Registrar's Use Only |
|----|---------------------|---------------|--------------|------------|----------------------|
| #1 | | | | | |
| #2 | | | | | |
| #3 | | | | | |
| #4 | | | | | |

Read the following and sign below:

UNIVERSITY POLICIES GOVERNING THE TRANSFER OF CREDIT

- An Appalachian student who wishes to take coursework at another collegiate institution must receive approval from the University PRIOR to enrollment at the other institution. Failure to secure prior approval may result in the coursework being deemed unacceptable for transfer.
- To receive permission, an Appalachian student must be in academic "good standing" (i.e., she or he CANNOT be on academic probation).
- Coursework at the lower-division level (i.e., coursework numbered 1000 and 2000) is evaluated by the Registrar's Office; coursework at the upper-division level (i.e., coursework numbered 3000 and 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 she or he will be allowed to enroll cannot exceed eighteen (18).
- A student will NOT be allowed to take coursework at another collegiate institution while concurrently enrolled at Appalachian if the course for which the student wants transfer credit 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 bearing a grade of less 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 a minimum of sixty (60) semester hours at a senior college or university.
- To graduate from Appalachian, a student must complete, as a minimum, the final thirty (30) semester hours IN RESIDENCE.
- To graduate from Appalachian, a student must complete IN RESIDENCE a minimum of eighteen (18) semester hours in the major and nine (9) semester hours in the minor.

Student's Signature

Date

OFFICE USE ONLY

Evaluated by: _____

Pre-Requisites: _____

Comments: _____

Return form to:

ASU Registrar's Office
John E. Thomas Building, PO Box 32009
Boone, NC 28608-2009
FAX: (828) 262-6764