

AP&P Subcommittee-Academic Policies (Academic Governance Handbook-AGH) Minutes

- Jon Beebe - Faculty Representative (AP&P)
- Rich Crepeau - Faculty Senate (Acad. Policy)
- Julie Hayes - AP&P Specialist
- Marie Hoepfl-Graduate AP&P
- Kristin Hyle - General Education
- Joe Klein - Faculty Representative (AP&P)
- **Edgar Peck - Committee Chair**
- Ben Powell - AP&P Chair
- Tina Proctor - College of Health Sciences
- Robert Sanders - Graduate School
- Tara Strickland - Registrar's Office
- David Wiley - COE

Meeting Monday, November 30th 11am General Education Conference Room
Attendance Beebe, Crepeau, Hayes, Hoepfl, Hyle, Klein, Peck, Powell, Proctor, Sanders, Strickland, Wiley, Selena Dollar (Transfer Services)
Upcoming Meeting January 2016

CC: Paul Gates (Faculty Senate), Susan Davies (Enrollment Services), Mike Mayfield (Academic Affairs), Debbie Race (Registrar), Jane Rex, Selena Dollar (Transfer Services)

Old Business Agenda

I. The name of the Academic Governance Handbook is recommended to be changed to the AP&P Manual.

II. The following sections were recommended for deletion in the Nov 13, 2015 subcommittee meeting.

Academic Load
Admissions Policies-Exceptions
Catalog Adoption
Student records-Policies and procedures concerning the release of student information

III. Updates on recommended edits (all are in process)

Awarding degrees posthumously	(Policy Manual)	Julie Hayes
Grade Changes	(Faculty Handbook)	Dr. Crepeau
Incomplete grades	(Bulletins)	Tara Strickland
Independent study	(Faculty Handbook)	Dr. Crepeau
Individual study	(Faculty Handbook)	Dr. Crepeau

New Business Agenda

I. Update Academic Governance Handbook online links.

II. Consider editing the following sections of the Academic Governance Handbook.

- A. Selected topics course – guidelines
- B. Scheduling of courses to be offered for credit

III. Consider deleting the following sections of the AGH.

- A. Centers and Institutes
- B. Change of course
- C. Change of major
- D. Leave of absence
- E. Request to take coursework at another school

Office of Transfer Services Representative Selena Dollar attended this meeting to address questions.

I. Update Academic Governance Handbook online links.

Julie is working to remove the AGH link on the Registrar's webpage. Link document on AP&P website only. Update link in Faculty Handbook-which links to Policy Manual. Update Policy Manual Link. Archive previous versions of the AGH.

II. Consider editing the following sections of the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committee for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar's Office, and Graduate School.

A. Selected topics course – guidelines (AGH)

The committee recommends editing this section of the Academic Governance Handbook (AGH).

Selected topics course – AGH Current

A course under a special topics designation should not be offered where a course of substantially similar content and methodology exists under an established number.

New selected topics courses should be shared with the university faculty two weeks prior to the close of when the next semester's scheduling is due (via memo from the departmental chair to all other departmental chairs).

If departments and/or individual faculty members have a problem with the offering of a special topics course, she/he, the individual offering the course and the departmental chair should attempt to resolve the problem. If that course of action does not result in a solution, the appropriate college dean(s) will serve to arbitrate.

Selected topics-AGH Edited

A course under a selected topics designation should not be offered where a course of substantially similar content and methodology exists under an established number.

New proposed selected topics courses should be shared with the university faculty two weeks prior to early registration via discussion in the Council of Chairs meeting.

If departments and/or individual faculty members would like to discuss the offering of a selected topics course, she/he, the individual offering the course, and the department chair(s) should attempt to resolve the problem. If that course of action does not result in a solution, the appropriate college dean(s) will serve to arbitrate.

See the Numbering of coursework section for information about selected topics numbering.

B. Scheduling of courses to be offered for credit

The committee recommends editing this section of the Academic Governance Handbook (AGH).

Scheduling of courses to be offered for credit (AGH)

Scheduling a course to be offered for credit in the university must be authorized by the departmental chair or director of the department or area under which the course is listed. It is also the responsibility of the chair or director to approve the instructional personnel to be involved in teaching the course. After having authorized a course to be offered, the chair or director will notify the office of the dean to whom the chair reports giving

such information as the course number and title; instructor; hours credit; size of the class; the time, days of the week, and dates when the class will meet; the place where the class will meet. Classes offered on Monday/Wednesday must begin at 2:00 pm or after. The dean will send this information to: (1) the Registrar's Office if the course is to be offered for residential credit during a term of the regular academic year or (2) the Office of Summer Sessions if the course is to be offered during the summer term or through the Office of Extension Instruction and Distance Education. The Office of Summer Sessions or Extension Instruction and Distance Education will then notify the Registrar's Office to implement the scheduling of the courses.

Scheduling of courses to be offered for credit-AGH Edited

Scheduling a course to be offered for credit is authorized by the departmental chair or director of the department, school, or area under which the course is listed (see Faculty Handbook).

After having authorized a course to be offered, the chair or director will provide the course information to the office of the appropriate dean.

The dean's office will provide the department schedule information to:

- (1) the Registrar's Office if the course is to be offered for residential credit during a term of the regular academic year or
- (2) the Office of Summer Sessions if the course is to be offered during a summer term or
- (3) the Office of Distance Education for all distance education courses.

When relevant, the Office of Summer Sessions and/or Distance Education will then notify the Registrar's Office to implement the scheduling of the courses.

Courses beginning before 2pm Monday-Friday should adhere to regular meeting patterns unless approved as an exception by the dean's office. Regular meeting patterns can be found on the Schedule Build section of the Registrar's webpage.

Departments scheduling new selected topics courses should consult the selected topics course – guidelines section of this document.

III. Consider deleting the following sections of the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committee for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar's Office, and Graduate School.

A. Centers and Institutes

The committee recommends editing and adding this section of the AGH to the Policy Manual.

Alan Utter is working to edit this section.

Delete this section of the AGH after editing and addition to the Policy Manual.

The UNC system policy was revised in June 2015. Dr. Alan Utter is responsible for the Appalachian policy/procedures. Alan Utter is working to edit this section and add it to the Policy Manual.

B. Change of course

The committee recommends deleting this section of the Academic Governance Handbook. Information appears in the bulletins.

Change of course (AGH)

Students may add courses or change sections through the first five days of a fall or spring semester-i.e., through the end of the published “drop-add” period. Students may drop courses without academic or financial penalty through the first five days of a fall or spring semester-i.e., through the end of the published “drop-add” period. AFTER THE FIRST FIVE DAYS, A STUDENT WILL BE ALLOWED TO DROP A CUMULATIVE TOTAL OF FOUR COURSES DURING HER OR HIS UNDERGRADUATE CAREER AT APPALACHIAN.

Further, a course dropped after the “drop-add” period must be dropped by the end of the ninth week of the academic term. (Note: Refund Policy: There is no refund or adjustment of charges if a course is dropped after the first five days of classes. A student who holds a tuition remission or award must pay back the entire remission or award if that student withdraws from courses.)-**[Above sentence found in the “Withdrawal” section of the Graduate Bulletin]** Exceptions to this policy will require the approval of the instructor, departmental chair, and the dean of the college/school in which the course is offered. (Note: This policy went into effect during the fall semester, 1995. Courses dropped prior to fall, 1995, will not be counted in the above mentioned limit of four.)

Any drops approved for exceptional circumstances will not be used in computing the grade-point average and will not be recorded on the permanent record.

During the “drop-add” period, a course may be changed from credit to audit with no academic penalty. To accomplish this, the student must obtain the necessary form from the Registrar’s Office. Permission of the instructor is required for a student to change a course from credit to audit. **[Found in the “Auditing a Course” section of the Bulletin]**

Failure to complete a course that has not been officially dropped will automatically result in a grade of "F," which will be computed in the student's grade-point average. **[Found in the “Withdrawal from the University” section of the Bulletin]**

Drop/Add (Undergraduate Bulletin)

Students may add courses, drop courses, or change the section of a course through the published Drop-Add period without academic or financial penalty. The Drop-Add period is the first five days of a fall or spring semester or by the date specified within the published schedule of classes for summer semester. There is no refund or adjustment of charges if a course is dropped after the published Drop-Add period. Drops made after the Drop-Add period are included in the term and cumulative attempted hours but are not computed in the student's grade point average. These courses will be posted on the student's academic transcript. Failure to complete a course that has not been officially dropped will automatically result in a grade of "F", which will be computed in the student's grade point average.

Career Drops

After the Drop-Add period, a limited number of courses can be dropped by the end of the ninth week of a fall or spring semester.. NOTE, HOWEVER, THAT AN UNDERGRADUATE STUDENT WILL BE ALLOWED TO DROP A CUMULATIVE TOTAL OF NO MORE THAN FOUR (4) COURSES AFTER THE PUBLISHED DROP-ADD PERIODS DURING HER OR HIS UNDERGRADUATE CAREER AT APPALACHIAN. The maximum of four courses is in compliance with UNC Policy and may not be exceeded. Career drops are noted on the transcript and are included in the attempted hours.

Dropping for Extenuating Circumstances

A course can also be dropped after the Drop-Add period for extenuating circumstances, including but not limited to military deployment. The "extenuating circumstances" must be compelling, documented, and

approved by the appropriate campus office, appealable to the Dean of the course. There is no refund or adjustment of charges if a course is dropped for extenuating circumstances. The course is noted as a withdraw for extenuating circumstances and is included in the attempted hours.

Dropping a Course (Graduate Bulletin)

During the Fall and Spring semesters there is a nine-week drop period beginning with the first day of classes. Within the first week of this period—i.e., the first five days of classes—a student is allowed to drop courses without either academic or financial penalty. Within the last eight weeks of this period—i.e., weeks two through nine—a student is allowed to drop courses without academic penalty. Note that there is no refund or adjustment of charges if a course is dropped after the first five days of classes. A student who holds a North Carolina Tuition Scholarship must pay back the prorated remission or award if that student withdraws from courses.

After the nine-week period a course can only be dropped for exceptional circumstances and with the approval of the instructor, the Department Chair, and the Dean of the college/school housing the department. Courses that required Graduate School approval to enroll also require Graduate School approval to be dropped. A drop approved for exceptional circumstances will not be computed in the grade-point average.

A course not officially dropped will receive a grade of “F” or “U”; the “F” will be computed in the grade-point average if the course is listed on the student’s approved Program of Study. The drop periods for the summer terms are much shorter due to the accelerated schedule and are available from the Registrar’s Office.

C. Change of major

The committee recommends editing and adding this section of the AGH to the UG Bulletin.

Delete this section after addition to the bulletin.

Change of major (AGH)

Undergraduate students who are in General Studies will be sent information about officially declaring a major and having their records forwarded to the appropriate degree-granting college.

To make a change within one of the upper division colleges, the student should go to the appropriate dean’s office to inform them of the change.

To make a change from one college to another, go to the dean’s office of the college where the new major is located. The personnel in the receiving college’s dean’s office will request the academic file from the college of the student’s previous major.

A graduate student who has been approved for admission to one graduate major but who wishes to transfer to another must request approval of the Dean of Graduate Studies and Research and the department into which they propose to transfer before the change may be made. A Change of Major request form is available in the Graduate School Office. A student not eligible to continue toward the degree in the major they were admitted, would not normally be permitted to transfer to another major.

Mandatory Major Declaration. (Undergraduate Bulletin-University College)

Students who are eligible to declare their majors and have junior status, 60 or more earned credit hours and the completion of one semester at Appalachian State University must declare their majors and move from

University College Academic Advising to advising within their colleges/school and departments. A registration hold will be placed on the student accounts of those students who do not declare their majors when mandated. While University College academic advisors advise freshman and sophomore students, juniors and seniors are much better served in their specific major departments/programs as they progress toward graduation.

Advising in the Colleges/School. (Undergraduate Bulletin-University College)

When students have completed at least 30 semester hours, including credit for RC 1000 or an equivalent course and credit for or current enrollment in UCO 1200 or an equivalent course, and have obtained at least a 2.0 gradepoint average, they may declare a major. In this case, their academic records are forwarded from the University College Academic Advising Office to the appropriate degree-granting college/school (College of Arts and Sciences, Walker College of Business, Reich College of Education, College of Fine and Applied Arts, College of Health Sciences, and Hayes School of Music). In some cases, additional requirements must be met to be formally accepted into a college/school. Personnel are available in the dean's office of each degree-granting college or the School of Music to answer general questions about University graduation requirements, interpret University policy, and review a student's official record.

Changing Majors (Graduate Bulletin)

Students are admitted to a major when admitted to the Graduate School. Students who wish to change to another major must have the approval of the of the department housing the new major and the Graduate School before the change may be made. This approval is not automatic; students are reviewed as applicants to the new program and may be refused admission to the second program.

Students interested in changing majors should contact the program to discuss their situation. Change of Major request forms are available from the Graduate School (http://www.graduate.appstate.edu/forms_graduate/).

D. Leave of absence

The committee recommends deleting this section of the Academic Governance Handbook. Information appears in the Graduate Bulletin.

Leave of absence (AGH)

Graduate students: A graduate student who has begun work toward a graduate degree but who is not enrolled at Appalachian during a specific academic term will be officially classified as being on leave of absence. A student who is on leave of absence will have no access to university resources, and cannot schedule and pass a thesis or dissertation defense, nor take comprehensive or qualifying examinations.

A leave of absence has no effect on the time limit to graduation, so that time limit will remain seven years, including the time spent on leave. A student cannot graduate at the end of an academic term during which the student has been on leave. All students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.

Leave of Absence and Readmission (Graduate Bulletin)

A graduate student who has begun work toward a graduate degree but who is not enrolled at Appalachian during a specific Fall or Spring academic term will be officially classified as being on leave. A student who is on leave of absence will have no access to university resources, and cannot schedule and pass a thesis or dissertation defense, nor take comprehensive or qualifying examinations. To return after a leave, students must complete a datasheet, available from the Registrar (www.registrar.appstate.edu).

A leave of absence has no effect on the time limit to graduation, i.e., the time limit will remain seven calendar years from the year of admission, including the time spent on leave. All students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.

E. Request to take coursework at another school

The committee recommends editing and adding this section of the AGH to the UG Bulletin.

The committee recommends adding policies currently found on the Transfer Services webpage to the Undergraduate Bulletin.

Delete this section after addition to the bulletin.

Sections highlighted in yellow have not been found in the UG Bulletin

Request to take coursework at another school (AGH)

Once an undergraduate student has enrolled as degree seeking she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from Appalachian. A student who wishes to attend another collegiate institution should contact the Registrar's Office at Appalachian to: 1) secure the proper application form and 2) determine whether the intended transfer courses are acceptable. (Students who wish to study abroad should contact the Office of International Programs to secure the proper application and determine whether the intended courses from abroad are acceptable). The intended coursework, once evaluated, will be forwarded to the appropriate Appalachian college or the Office of General Studies for approval.

The "Request to Take Coursework Elsewhere" form is available online.

The following policies will govern the transfer of coursework:

- a. To receive permission to attend another collegiate institution, an Appalachian student must be in academic "good standing" (i.e., she or he CANNOT be on academic probation).
- b. Coursework at the lower-division level (i.e., courses numbered 1000 and 2000) will be evaluated by the Registrar's Office; coursework at the upper-division level (i.e., courses numbered 3000 and 4000) MUST be evaluated by the appropriate academic department or dean's office at Appalachian.
- c. 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). (Students who study abroad on an Appalachian-approved exchange or study abroad program are excluded from this provision.)
- d. 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.
- e. A course will not be approved for transfer if all prerequisites are not completed prior to enrollment in the course.
- f. A student will not receive transfer credit for any course bearing a grade of less than "C-".
- g. Grades earned at another collegiate institution will not be computed in or allowed to affect the grade-point average at Appalachian.
- h. To graduate from Appalachian, a student must complete a minimum of sixty (60) semester hours at a senior college or university. **[Policy has changed-50hrs-UG Bulletin Academic Regulations]**
- i. To graduate from Appalachian, a student must complete, as a minimum, the final thirty (30) semester hours IN RESIDENCE. (Students who study abroad on an Appalachian-approved exchange or study abroad program are excluded from this provision.)
- j. 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.

Visiting Coursework (Undergraduate Bulletin-Enrollment Management)

Once an undergraduate student has enrolled as a degree-seeking student at Appalachian, she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from Appalachian. A student who wishes to attend another collegiate institution should contact the Office of Transfer Services and consult with an advisor to confirm that the course is applicable to the major. Failure to obtain prior approval may result in the coursework being deemed unacceptable for transfer to Appalachian. For detailed instructions and access to the form, go to <http://transferservices.appstate.edu/current-students/visiting-coursework-0>

UG Bulletin Academic Regulations-Credit Limitations

Transfer of Coursework from Another Collegiate Institution: Once an undergraduate student has enrolled as a degree-seeking student at Appalachian, she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from Appalachian. A student who wishes to attend another collegiate institution should contact the Office of Transfer Services at Appalachian to: 1) obtain the proper request form, and 2) determine whether the intended transfer courses are acceptable. [Students who wish to study abroad should contact the Office of International Education and Development (OIED) to secure the proper application and determine whether the intended courses from abroad are acceptable.] The intended coursework, once evaluated, will be forwarded to the appropriate Appalachian college/school or to the University College Academic Advising Office for approval. Failure to obtain prior approval may result in the coursework being deemed unacceptable for transfer to Appalachian.

UG Bulletin Academic Regulations

Residency Requirements

With some exceptions, coursework is defined as “in residence” when registration is through the University. The physical location at which the course is delivered, whether in Boone or through a field-based program, does not affect this definition. The following types of courses, however, are not considered “in residence”: transfer credit, credit by examination, credit for life experience, credit for military experience, credit while enrolled in a non-degree status, and “institutional” credit.

To graduate from Appalachian, an undergraduate student must complete the following in residence:

1. as a minimum, the final thirty (30) semester hours (Students who study abroad on an Appalachian-approved exchange or study abroad program are excluded from this provision.); and
2. a minimum of eighteen (18) semester hours in the major and (if applicable) nine (9) semester hours in the minor; and,
3. at least 25% of the credit hours required for the degree.

Individual academic programs may specify particular courses that must be taken in residence. A student who intends to transfer coursework from other collegiate institutions should consult the program of study for her or his intended degree program.

Walker College of Business majors must complete in residence at least fifty percent of the business coursework required for the BSBA degree.

Questions about residence requirements should be directed to the dean of the college/school under which the degree program is offered.

Credit Limitations

1. A maximum of 20 semester hours of correspondence work from recognized institutions may be credited toward meeting the requirements for graduation. Some correspondence courses are offered by the University.

Before registering at another accredited institution for a correspondence course to be transferred to Appalachian, students must have the written permission of the dean of their college/school or their academic advisor if they have not declared a major. In order to obtain this permission, the student must first secure the proper form from the Office of Transfer Services. The combined load of residence courses and correspondence courses may not exceed the maximum load allowed.

2. Except for physical education majors, no more than six hours in physical education activity courses (limited to courses numbered PE 1700-1877) may be included within the number of hours required for graduation.
3. A candidate for the Bachelor of Arts degree may count no more than a total of 46 semester hours above general education requirements in any one discipline.
4. Application of credit toward program of study requirements may require approval when credit was earned more than 10 years prior to the term of student's entry or re-entry to the university.
5. All baccalaureate degrees granted by Appalachian require the completion of a minimum of 50 semester hours at a senior college or university. (Note that credit awarded for credit by exam, military service, or "Life Experience" does not count as part of the required 50 hours.)
6. Transfer of Coursework from Another Collegiate Institution: Once an undergraduate student has enrolled as a degree-seeking student at Appalachian, she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from Appalachian. A student who wishes to attend another collegiate institution should contact the Office of Transfer Services at Appalachian to: 1) obtain the proper request form, and 2) determine whether the intended transfer courses are acceptable. [Students who wish to study abroad should contact the Office of International Education and Development (OIED) to secure the proper application and determine whether the intended courses from abroad are acceptable.] The intended coursework, once evaluated, will be forwarded to the appropriate Appalachian college/school or to the University College Academic Advising Office for approval. Failure to obtain prior approval may result in the coursework being deemed unacceptable for transfer to Appalachian.
7. Senior Enrollment in Graduate Level Courses: Students enrolled as undergraduates at Appalachian State University may request permission to take graduate courses if they will be seniors in the semester of enrollment and have at least a 3.0 GPA. The request form can be found on the Graduate School website (www.graduate.appstate.edu/forms_graduate/), and it requires both department and Graduate School approval. Students may count up to 12 semester hours taken under this classification toward a later graduate degree program, provided that the 7 year time limit for graduate courses is not exceeded; that the course credits are not used to meet the requirements of the undergraduate degree*; and that the graduate program approves their inclusion on the graduate program of study. *The Graduate School offers a program entitled, "Accelerated Admission from Baccalaureate to Master's." This is an accelerated program for which a graduate program director can nominate a rising senior (i.e., a student in the second semester of the junior year) or current senior to take graduate coursework during the student's senior year that can fulfill both undergraduate/graduate course requirements. Refer to Grad. Bulletin for more information on this program.
8. If a student has received a bachelor's degree from Appalachian, a second (or subsequent) bachelor's degree can be earned by completing all program of study requirements stipulated for the second (or subsequent) degree. If a student wishes to earn two (or more) undergraduate degrees at Appalachian concurrently, she or he must complete all program of study requirements stipulated for the respective degrees. A second (or subsequent) bachelor's degree must differ in type from any degree previously awarded by the University. The University will not, for example, award a second Bachelor of Arts (B.A.) degree; it will, however, award both a Bachelor of Arts and a Bachelor of Science (B.S.) degree, either simultaneously or in sequence.
9. An undergraduate student may include a maximum of three (3) semester hours credit under the Instructional Assistance Program toward meeting graduation requirements.
10. Transfer of Credit: Coursework with a "C" or better (grades of "C-" and below will not transfer) from a regionally accredited institution that is comparable to the course offerings at Appalachian State University is acceptable as transfer credit. ASU accepts credit under the guidelines of the North Carolina Comprehensive Articulation Agreement. See "Transfer Credit Policy" at www.transferservices.appstate.edu.

Transfer Services Website

<http://transferservices.appstate.edu/current-students/visiting-coursework-0>

Visiting Coursework

Students can request to take courses away from Appalachian. Failure to request prior permission may result in the course(s) not being accepted.

Please read the following information 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” (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.
 - 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:
- As a minimum, the final thirty (30) hours (students who study abroad on an Appalachian-approved exchange are excluded from this provision); and,
 - 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

Visiting Coursework Request Instructions

1. Login to your AppalNet account, select Self Service then click Student tab, scroll to locate and select Visiting Coursework.
2. Review Student Responsibilities and agree to the terms and conditions.
3. Select the appropriate term, state, and school.
4. Use the search tool on the Transfer Course List to determine how the course(s) you plan to take will transfer back to Appalachian. To determine if courses are applicable to General Education requirements, hover over ASU TITLE, a window will appear indicating if the course applies to Gen Ed.
5. If the course you wish to take is not found on the Transfer Course List, email the course description to the Office of Transfer Services at ots@appstate.edu. OTS will review the course information and reply indicating if/how the course will transfer to Appalachian.
6. Review the schedule of classes from the school you wish to attend and verify the course(s) is offered at the institution.
7. When you are ready to select the course(s) you plan to take, click ADD. A window will appear allowing you to select the reason(s) for taking the course. The course(s) will appear at the bottom of the screen. If you have credit for a course, the system will not allow you to add it. Contact the Office of Transfer Services (828-262-7877 or ots@appstate.edu) if you have questions.

8. Review the list of courses you have chosen. If there are courses you do not wish to submit, click REMOVE to delete the course. A window will appear to verify the deletion.
9. Your request will be forwarded to the appropriate dean's office for review.
10. You will be notified at your ASU e-mail account after a decision is made. If approved, a letter will be attached to the email that you can provide to the visiting institution (Transient Approval Form)
11. Student should submit a final transcript upon completion of the coursework to the OTS.

Student Responsibilities

- It is the student's responsibility to communicate with his/her advisor to determine how the course meets degree requirements.
- It is the student's responsibility to follow the admission requirements and registration procedures at the visiting collegiate institution.
- If you require credit for courses at the 3000 level or above, you must receive written approval from the departmental chairperson before submitting your request. Departmental approvals should be sent to the Office of Transfer Services at ots@appstate.edu
- Upon completion of the coursework, the student should submit a final official transcript to the Office of Transfer Services at Appalachian.
- A student will not receive transfer credit for any course with a grade lower than "C". "C-" 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.
- A course will not be approved for transfer unless all prerequisites are completed prior to enrollment in the course.
- Failure to request prior permission may result in the course(s) not being accepted.