

Old Coursework—To Use or Not to Use?

Advisors need to keep in mind when reviewing a student's transcript that coursework **ten years old or older** may or may not be consistent with current degree requirements. This work must be approved before it can be used to meet degree requirements.

As changes are made to the curriculum through the years, it will be up to the departmental chairs to determine if the older coursework will be applicable to the student's degree.

This is typically found when working with returning students. The Dean's Office makes every attempt to identify these students and process the appropriate requests to the different departments. The applicable coursework will be noted in the student's file and on DegreeWorks, and a copy of the approved courses will be sent to their major department.

If documentation of this audit is not included in the student's file but older coursework is found, please contact the appropriate director of CASSH to assist you with the process.



Main Office: 262-3076

Maddi Landon
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For questions regarding students with last names:

A-D	Alice Craft
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E-K	VACANT
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<http://www.cas.appstate.edu/students/undergraduate-academic-services>



Official Transcripts

Students can request a copy of their official transcript by mailing or faxing a written release form to the Registrar's Office. Release forms can be found on the Registrar's homepage under the electronic forms link.

Unofficial Transcripts

From the Student Services menu in AppalNET, the Student Records option allows students direct access to view their Appalachian State unofficial transcript. In addition, the student involvement transcript is available, which reflects extracurricular activities and honors awarded.