

# Transfer Coursework Information

## Transfer Petition Process

If a transfer student has elective credit transferred in to Appalachian that he/she feels should be credit for a specific ASU course, the student can petition to have the coursework reviewed after being officially admitted to the University. These requests must be submitted in writing by filling out the [Petition for Undergraduate Transfer Credit form](#) and attaching the requested documentation. This form and attachments should be submitted to the Office of Transfer Services at [ots@appstate.edu](mailto:ots@appstate.edu). The student will be notified via the ASU email address when a decision has been made on the petitioned coursework. Remind students that this process may take some time.



## Fractions of Transferred Hours

Students who have taken courses at an institution on the quarter system (as opposed to the semester system) may have hours transferred in with fractions of hours (e.g., 3.3 hours or 2.7 hours). These fractions of hours add up into the cumulative hours towards graduation; however, they do not ROUND up. If a student is required to have 122 hours to graduate and has earned 121.7 hours due to transfer hours from a quarter-system school, we do not round that up to 122. The student is considered short and will have to take a course of at least 1 hour.

Office of  
Transfer  
Services

[transfer@appstate.edu](mailto:transfer@appstate.edu)

262-7877

<http://cas.appstate.edu/students/faculty-advisors>

## 50 Hour Rule—Senior Institution Hours

All students seeking a baccalaureate degree are required to earn 50 hours at a 4-year institution. Students who transfer in more than 72 hours from a 2-year institution will require more than the minimum 122 hours to graduate:



77 hours transfer from 2-year school  
+ 50 hours at 4-year school  
127 minimum required for this student