

Transfer Protocol for Physical Education/Wellness Literacy Courses in the General Education Curriculum

1. Any incoming student who is exempt from all General Education requirements (i.e., with transfer credit for CCC CORE, DEG CORE, or GEP MET on their record) **DOES NOT** need to complete the Wellness Literacy requirement.
2. Any incoming student transferring Physical Education activity coursework to Appalachian who is not exempt from all General Education requirements **DOES** need to complete the online Wellness Literacy component to receive Wellness Literacy credit for those transfer courses. They do not need to re-register for any PE courses or engage in any physical activity unless they elect to do so. The courses will transfer to Appalachian as elective credit only.
3. The student with elective transfer PE ACTV credit then needs to purchase a PIN number at the Bookstore (also available online) for the online Wellness Literacy resource. The PIN number they purchase is valid for six years from the date of enrollment. There are a total of five modules in the online resource that need to be completed- three modules for the first transferred one semester hour course and two (Module #4 is a repeat/review of the first course module- Introduction to Individual Wellness) for the second transferred one semester hour course. After completing Module #1, students may choose the order of completion for the rest of the modules. For each module, the student must read the text in the module, complete an exercise, and pass the module post-test at the 80th percentile or better. The student may repeat the post-test for each module as needed.
4. When each module is completed, the student may print out a “Certificate of Completion.” This certificate contains the student’s name, module name and number, and date of completion. The student must sign out as a transfer student on the pull-down screen before a certificate can be printed. As an example, a student needing two semester hours of PE ACTV transfer credit would complete modules #1- Introduction to Individual Wellness; #2- Fitness Components; #3- Nutrition; #5- Obesity and Weight Management; and #6- Stress Management.
5. When all five Certificates of Completion are printed, students will submit these to the Director of the Basic Instruction/Wellness Literacy Program in 016 Holmes Convocation Center. Students may also submit their completed certificates to the HLES main office in 036 Holmes Convocation Center.
6. The Director will then record the certificate completion information, and inform the Registrar that the Wellness Literacy requirement has been satisfied. This will be done on a Banner screen developed by the Registrar’s Office specifically for this purpose. Students will then be credited as completing the Wellness Literacy component of the General Education curriculum.

***Note:** If you are a transfer student who plans to complete the Wellness Literacy requirement by taking a PE activity course at Appalachian, please note that all PE courses will be assigned letter grades, not pass/fail grades.*