



# ECU

Office of the Registrar | 207 East 5<sup>th</sup> Street | Mail Stop 518 | Greenville, NC 27858-4353  
 Office: (252) 328-6747 | Fax: (252) 328-4232 | Email: [regis@ecu.edu](mailto:regis@ecu.edu)  
[www.ecu.edu/registrar](http://www.ecu.edu/registrar)

## PERMISSION FOR UNDERGRADUATES TO TAKE COURSES FROM FOREIGN INSTITUTIONS (INCLUDING STUDY ABROAD)

This form must be prepared with all required signatures and be filed with the Office of the Registrar before a student enrolls in courses at another college or university. This form can be submitted to: **Uptown 207, Greenville, NC 27858.**

**Phone (252) 328-6077 \* Fax (252) 328-1505 \* Email: CAS@ecu.edu**

**PLEASE SEE PERMISSION REQUIREMENTS LOCATED ON SECOND PAGE!**

**Note:** If you break enrollment at ECU (fall or spring) and attend college elsewhere, you must have a 2.5 cumulative GPA on all transfer work to qualify for readmission to ECU.

Academic Advisor			Major		Date
First Name	M.I.	Last Name		Student ID#	Date of Birth
Mailing Address				E-mail	
City		State	Zip	Local Telephone	
Circle the semester you plan to take the course(s) – choose only one: <b>Spring</b> <b>Summer</b> <b>Fall</b> <b>Year:</b>					
College/University:				Country:	
If transcripts will come from a U.S. College/University (Study Abroad), please list name/state/city below:					

TO BE COMPLETED BY STUDENT : INFO FROM TRANSFER INSTITUTION		ECU EQUIVALENCIES: TO BE COMPLETED BY ECU	
COURSE NAME, NUMBER, AND TITLE FROM TRANSFER INSTITUTION	CREDIT HOURS	ECU COURSE EQUIVALENT	CREDIT HOURS
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
<b>Course descriptions/syllabi must be attached and failure to do so will delay approval determination until course descriptions/syllabi are received.</b>		Courses which are comparable to ECU courses in content and credit hours are indicated by ECU course numbers. Courses which are transferable, but not comparable in content and/or credit hours to ECU courses, are accepted "By Title" and may be substituted, with the approval of the appropriate chairperson, to meet ECU requirements.	
<b>***If utilizing financial aid for these courses, it is your responsibility to submit an approved copy of this form to the Student Financial Aid Office.***</b>			

**Dual enrollment approved  
(see credit limits on reverse side)**

COMMENTS:

Office of Global Affairs  Student's Dept. Chairperson/School Dean/Dept. Designee (if declared)  Office of the Registrar	For courses requiring <b>exceptions</b> to University policies, please obtain the following additional signature:   _____ Chairperson of department(s) offering course(s) at ECU
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NOTE: If the transfer course work is needed to fulfill graduation requirements and is taken during a student's semester of graduation, all requirements must be met before the first day of the subsequent term. See General Information on reverse side.

## PERMISSION PROCESS

*If you break enrollment at ECU (fall or spring) and attend college elsewhere, you must have a 2.5 cumulative GPA on your transfer work to qualify for readmission to ECU.*

### Procedures:

1. You should consult your advisor to determine if the proposed course(s) are appropriate.
2. If you are a declared major, your major department chair/director should sign this form on the front page approving the course(s).
3. Course descriptions/syllabi must be attached. Failure to attach course descriptions/syllabi will delay approval determination until the required paperwork is received.
4. A copy of the approved/disapproved form will be sent to your ECU e-mail account.
5. It is your responsibility to report changes in the courses approved and to seek approval of new courses.
6. It is your responsibility to seek admission to and register for the course(s) at the other institution.

### General Information:

1. You must earn a grade of 'C' or better (2.0) in order for the course to transfer.
2. You may take courses elsewhere that were previously failed at ECU and transfer the credit to ECU. You may **not** apply the grade replacement policy to these courses.
3. You may **not** transfer a course for which you have credit at ECU ('D-' or higher grade).
4. While transfer grades do not affect your ECU GPA, your transfer grades will be used in computing your GPA for graduation with honors. Some degree programs include transfer GPA (by course or cumulative) to determine acceptance into a major. Transfer semester hours are included when determining a student's retention requirements.
5. The total credit hours you take at both institutions may not exceed ECU's own limits: 18 hours per semester, 7 per short (5 week) summer term, or 14 per long (11 week) summer term.
6. Courses you complete at another institution, in order to meet General Education, major, minor, or other requirements, will be counted according to ECU's standards, not those of the transfer institution.
7. If you have been withdrawn through the Counseling and Student Development Center with stipulations regarding attendance at ECU, those stipulations are in effect also for courses taken through the permission process.
8. If the transfer course work is needed to fulfill graduation requirements and is taken during a student's semester of graduation, all requirements must be met before the first day of the subsequent term, as shown below.

#### Graduation Term

Spring  
Summer  
Fall

#### Subsequent Term

First Day of Summer Term  
First Day of Fall Term  
First Day of Spring Term

### Financial Aid Information:

1. Students receiving financial aid must inform the Student Financial Aid Office (SFAO) in advance of taking courses elsewhere, and their academic advisor must verify to the SFAO that the course satisfies degree requirements for their major.
2. For financial aid purposes, students must take at least one course at ECU to retain home institution status at ECU (course can be DE).
3. The SFAO must receive documentation that the course taken elsewhere will fulfill graduation requirements at ECU in order for the course to "count" for financial aid purposes.
4. The SFAO will complete and send to the other institution a "Consortium Agreement" for the other school to complete regarding hours attempted. The purpose of the consortium agreement between Financial Aid Offices at two schools is to identify which institution is funding the student.
5. Students may not receive aid at two different schools for the same semester.

**Upon completion of the course(s), the student must request forwarding of an official transcript directly to:**

**Office of Global Affairs  
ATTN: Study Abroad Coordinator  
306 East Ninth Street  
East Carolina University Greenville, NC 27858**