



TRANSFERRING COURSES COMPLETED AT ANOTHER INSTITUTION TO ECU

ECU Policy & General Information (*Applicable to all students*): Students planning to complete courses at another college or university and transfer the credit back to ECU should discuss course options with their academic advisor and should be aware of the following:

1. Courses must be taken at an institutionally accredited college or university; students must earn a 'C' or better (2.0) for a course to transfer.
2. Students should use the "Course Equivalency Guide" in Pirate Port to determine appropriate transfer course options. Courses not listed must be evaluated for transfer by the corresponding ECU academic department to determine ECU equivalency.
3. Coursework will not be transferred for which credit has already been earned at ECU (grade of D- or higher earned).
4. Students who have failed a course at ECU can take the equivalent course at another institution and transfer it back to ECU. However, the grade replacement policy may not be applied to these courses.
5. Some degree programs include transfer grades in GPA calculation to determine acceptance into a major.
6. Courses completed at another institution to meet General Education, major, minor, or other ECU graduation requirements will be evaluated and counted according to ECU's standards, not those of the transfer institution.
7. When taking courses at ECU and another institution at the same time in the same semester, the total credit hours taken may not exceed ECU's limits: 18 sh (fall and spring), 7 sh (5 week summer), or 14 sh (11 week summer).
8. If you have been withdrawn through the Counseling and Student Development Center with stipulations regarding attendance at ECU, those stipulations are also in effect for courses taken at another institution.
9. If 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: *Spring graduation term = first day of Summer term, Summer graduation term = first day of Fall term, Fall graduation term = first day of Spring term.*
10. ECU's baccalaureate degree requirements state that: (a) A minimum of 25% of the credit hours required for the degree and at least 50% of the total hours required in the major must be completed at ECU, and (b) A minimum of 50% of the semester hours required in the student's major must be earned through enrollment in a institutionally accredited senior college.
11. **Once courses are completed, students should immediately request an official transcript be sent to: East Carolina University, Office of the Registrar, Greenville, NC 27858. Official transcripts sent electronically should be emailed to crediteval@ecu.edu.**

Financial Aid & Study Abroad Request Form (*To be completed ONLY by students receiving financial aid and/or attending a Study Abroad or National Student Exchange Program*): Please work with your Academic Advisor to provide the following information regarding your intended transfer courses. **NOTE: For financial aid purposes, UNLESS Study Abroad or National Student Exchange, students must take at least one course at ECU (may be taken online) to retain home institution status at ECU.** Academic advisor signature required on this form.

Name (first, last): _____ Banner ID: _____

ECU Email: _____@students.ecu.edu Phone: _____ Catalog Yr: _____

Major(s): _____ Minor: _____

Academic Advisor: _____ Advisor Email: _____

Circle the term you plan to take course(s) – choose only one: Spring Summer Fall Year: _____

College/University (include city & state):				
Transfer Course:	Credit Hrs:	ECU Course:	Credit Hrs:	Applicable to:
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Cognate <input type="checkbox"/> Major <input type="checkbox"/> Minor
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Cognate <input type="checkbox"/> Major <input type="checkbox"/> Minor
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Cognate <input type="checkbox"/> Major <input type="checkbox"/> Minor
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Cognate <input type="checkbox"/> Major <input type="checkbox"/> Minor
				<input type="checkbox"/> Gen Ed <input type="checkbox"/> Cognate <input type="checkbox"/> Major <input type="checkbox"/> Minor

Student Signature: _____ Date: _____

Advisor Use Only:	
Advisor Review *	Date

*Note to advisors: If you are unsure of the ECU equivalent course to the transfer course, please indicate by putting a "TBD" in the "ECU Course" column.

Please submit completed form to: **Office of Student Financial Aid 2103 Old Cafeteria Complex / P: 252-328-6610**