



## Why are courses Not Counted?

### **Undergraduate Courses (1000:4999 with Level of UG)**

- *Cannot count toward graduate degree.*

### **Graduate course taken for Graduate program but registered with a UG level**

- *Error at registration – contact registrar’s office to correct (very rare).*

### **Grad Courses taken while an undergraduate as part of six-hour rule**

- *Can be applied with exception to graduate degree.*
  - *Submit Petition Request within Degree Works.*

### **Courses taken as part of a previous Master degree**

- *Cannot count toward another Master degree*
- *Can count toward Professional level degree with approval from graduate school*
  - *Submit Petition request including Master level classes that can apply to professional degree. The registrar’s office will follow up with approval from grad school.*

### **Certificate Courses taken prior to being admitted to Graduate Program**

- *Can be applied with exception with approval of program director.*
  - *Submit Petition request listing classes taken as part of previous certificate to count toward degree*

### **Courses taken as a Non-Degree Student**

- *Can be applied with exception - up to 9 s.h.*
  - *Submit Petition request allowing courses taken as non-degree to count toward degree. Up to 9s.h.*
- *Additional Non-Degree Courses above 9 s.h. will need approval from the Graduate school.*
  - *Complete Form “Request for Transfer Credit and Excess Non-Degree Credit” and submit to grad school. Once approved, submit Petition request for additional non-degree classes to count towards current GRAD degree and scan a copy of approved form into Xtender in INB.*

### **Transfer hours taken prior to being admitted to Graduate Program**

- *Can be applied with exception to degree*
  - *Complete form “Request for Transfer Credit and Excess Non-Degree Credit” and submit to grad school for approval. Once approved course will be added to Banner and appear on Degree Works. Submit SharePoint request to apply transfer course to degree if taken prior to program admit date*

**Readmits**

- *Students who have been readmitted will have a new admit term for their program. All courses taken prior to new admit term will fall into Not Counted and must be reapplied by exception.*
  - *Please contact [rppk14@ecu.edu](mailto:rppk14@ecu.edu) to have courses reapplied to program.*

**Courses that exceed the Time Limit**

- *Student must request a time extension from the graduate school by completing and submitting the “[Request for Time Extension for Degree Completion](#)”. Once approved and extension applied course will automatically apply to degree.*

**GRAD 6999 courses**

- *For non-thesis students completing projects and need to be enrolled to graduate. Does not apply to the degree.*

**Thesis/Dissertation hours ABOVE the maximum allowed by degree**

- *Does not apply to the degree.*

**Courses with a Grade of U (Unsatisfactory)**

- *Does not apply to the degree.*