

AAS in Early Childhood to BS in Birth through Kindergarten

Course Petition Guidelines

When an individual receives the "Evaluation of Transferable Courses" document from the Office of Admissions, community college courses with an EDU prefix will show NO CREDIT in the ECU Equivalent column. However, faculty in the BK program approved some EDU courses for transfer into the BK major.

Courses must be approved for transfer by the ECU Office of Admissions before they can be applied to meet requirements for a given major. Thus, for any of the EDU courses to be used, a petition must be submitted to the Office of Admissions.

The student must provide the BK adviser with a copy of her/his official transcript(s) from all institutions attended; the ECU Office of Admissions will **not** release transcripts sent to them in the application packet. The BK adviser will perform a course-by-course audit to establish how courses taken at the community college can be used and to determine remaining requirements.

Once the BK adviser identifies the courses to be petitioned, the student will complete a "Request for Re-Evaluation of Course which Transferred 'By Title'" form for **each** course that includes the course description and the author and title of the text used in the course at the time it was taken. When those forms are complete, the adviser will submit a request to the Department Chairperson. If the Department Chairperson approves, she will send the petition to the Office of Admissions. If the Office of Admissions approves, the course will be added to the student's Evaluation of Transferable Courses document as CDFR ELECTIVE and can be used to meet requirements for the BK major or as elective hours. ***Courses taken more than five years prior to admission to ECU will not be substituted for BK major courses.***