

FORMS: Credit By Examination This form can be found online at <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>

Students currently or formerly enrolled in the university may obtain credit by examination for a course in which they have had no class attendance or semester standing provided the course has been determined by the offering department or school to be an appropriate class for credit without attendance. Permission to take the examination must be obtained in advance from the college dean, school director, or departmental chairperson in which the course is offered and must be approved by the Office of the Registrar prior to the student taking the exam.

Examinations are not permitted in courses in which a student has previously been enrolled as a regular student or as an auditor. (No person is allowed to attend class or receive class instruction without being properly registered either for credit or for audit.) Distance education students may be required to come to campus to take the examination. The applicant must pay to the university cashier in advance of the examination a fee of \$10 per semester hour; this fee is not refundable. The petition, receipted by the university cashier, must be shown to the instructor conducting the examination. The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval. Credits earned under this regulation are recorded with the grade achieved on the examination. Credit earned by examination may not be used to reduce the minimum residence requirement.

FORMS: Grade Replacement This form can be found online at <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>

For complete rules regarding the grade replacement policy, consult the undergraduate catalog. Here are the basics:

- Students receive 3 opportunities to use grade replacements. They can not be taken back; once you use them, they are gone.
- Grade replacements can only be used on 0000, 1000 and 2000 level courses only.
- Grade replacements can replace D or F grades only.
- Grade replacements can't be used once a student has taken a higher level course for which that course is a pre-requisite.
- The final grade stands and BOTH grades appear on the transcript!

To take advantage of a grade replacement, the student must complete the form and return to the Registrar's Office (Whichard 105) by the last day of class. If a student repeats a course and fails to submit the paperwork, he/she may complete the form for a **retroactive** grade replacement at a later date.

(NOTE: Students cannot replace a later grade with an earlier grade. Students can only replace an earlier attempt with a subsequent attempt)

FORMS: Petition to the Student Academic Appellate This form can be found online at <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>

Students wishing to appeal ECU policies such as: drop (deadline/number of drops), retroactive drop, retroactive withdrawal, grade replacement, suspension, or other should submit a petition to the SAAC. Petition form and deadlines can be found on the Registrar's home page under "Frequently Requested Forms" or by visiting the Center for Academic Services in Whichard 210 or by writing CAS@ecu.edu

FORMS: Permission to Take Courses at a United States College or University
FORMS: Permission to Take Courses at a Foreign University

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East Carolina University policies concerning requests to take residence, extension, or correspondence courses from colleges other than ECU are presented in the current undergraduate catalog.

There are six policies governing transfer credit with which advisors should be most familiar:

1. All courses must be approved in writing by the student's dean or department chairperson, unless student is not declared in a major, and the Center for Academic Services prior to enrollment. Forms are available in the Center for Academic Services.
2. A student will not normally be permitted transfer credit for a course which he or she has failed or otherwise been enrolled in at ECU (any course on the student's schedule after the end of the drop/add period). An exception may be granted only upon approval of both the chairperson of the student's major department and the chairperson of the department offering the course at ECU. Students seeking this exception should contact the Center for Academic Services (Whichard Building).
3. A student will not be granted permission to take courses at other colleges or universities unless the student has a minimum cumulative grade point average of 2.00 at ECU at the time the course is attempted.
4. A student will not receive permission to transfer credit for a course which he/she is ineligible to take at ECU.
5. A student must earn a C in each course he or she wishes to transfer credit to ECU. Transfer credit will not be given for courses which duplicate credit earned at ECU. (No transfer credit for courses passed with a grade of D or higher at ECU and no "grade replacements" with grades from transfer institutions.)
6. A student may not take courses at other colleges or universities while he or she is concurrently enrolled at ECU without permission from the Center for Academic Services.

Action on requests takes approximately ten days; students are informed via e-mail that they may pick up their completed permission forms during the fall and spring semesters. At the end of the fall and spring semesters and during the summer, permission forms are mailed to the address listed on the form.

FORMS: Request for Re-Evaluation of Course Which Transferred "By Title"

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If a student transfers in a course that the Undergraduate Admissions Office has labeled "elective" the student can choose to have the individual department examine that particular course to see if it can transfer in as a particular course number. The student should complete the appropriate form and attach a copy of the course description and syllabus (if possible) to the form and submit to the department in which the course is taught. The department can indicate on the form if this change is only for the student requesting it, or if it is for all future students who transfer in with this course.

FORMS: Request to Change Exam Schedule *This form can be found online at <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>*

Final examination schedules are printed two years in advance and may be found in the university catalog and in a number of other university publications. Changes in final examination schedules will be made only in the case of unusual and uncontrollable circumstances. A request to change the examination schedule begins with the instructor, who forwards the appropriate form to his/her departmental chairperson or dean. (See Undergraduate Catalog, Final Examinations)

FORMS: Request to Raise Grade of C *This form can be found online at <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>*

Only under extenuating circumstances will a student be allowed to repeat a course in which he/she has earned a grade of C and then only with the written consent of the student's academic advisor. A student who repeats a course he/she has passed in order to raise the grade will receive the original grade, hours attempted, hours earned, and grade points. The student will also receive the raised grade, hours attempted, and grade points. The raised grade, or last grade, stands. A grade of F as the raised grade will result in the loss of the original hour and grade points; a student receiving an F as the raised grade must repeat the course if credit is required for graduation. A student who repeats a course he/she has failed will receive the failure (hours attempted and no grade points) and the raised grade with hours attempted, hours earned, and grade points.

The Raise Grade Policy and the Grade Replacement Policy allow students to repeat courses within guidelines. Students may not receive credit for the same course, unless indicated in the course description located in the back of the catalog. Advisors and students need to carefully review ECU records, transfer audits, and other types of course credit (AP, CLEP, IB, etc.) to avoid registration for courses already credited. All questions should be directed to 105 Whichard or Regis@ecu.edu.