



**PERMISSION FOR UNDERGRADUATES TO TAKE COURSES  
FROM U.S. COLLEGES/UNIVERSITIES OTHER THAN EAST CAROLINA UNIVERSITY**

This form must be prepared with all required signatures and be filed with the Academic Advising & Support Center in 100 Whichard Building & Annex, Greenville, NC 27858, (252-328-6077 office) or (252-328-1505 fax) before a student enrolls in courses at another college or university. The university will not accept credits earned at another institution unless the student has a minimum cumulative grade point average of 2.0 at East Carolina and completes the course(s) with a minimum grade of C at the other institution. Please refer to reverse side for information and rules. PLEASE PRINT CLEARLY.

			Date
First Name	M.I.	Last Name	Last 4 digits of SSN or ECU ID: <b>B</b>
Address			Assigned Department
City	State	Zip	Local Telephone
<p>Circle the semester you plan to take the course(s) Spring Summer Fall year attending _____</p> <p>College/University: _____ City/State: _____</p>			

**Upon completion of the course(s), the student must request forwarding of an official transcript directly to the Office of the Registrar, East Carolina University, Greenville, NC 27858.**

<p align="center"><b>COURSE(S) TO BE TAKEN: TO BE COMPLETED BY THE STUDENT</b> (must include course name &amp; number, title &amp; credit hours from transfer college/university)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p><input type="checkbox"/> Course description(s) attached. <b>COMMENTS</b> (Please indicate below if you need the course(s) to count toward a specific requirement (e.g., general educ., major, minor, or cognate requirement.) :</p> <p><input type="checkbox"/> Dual enrollment approved (see credit limits on reverse side).</p> <hr/> <p>Student's Dept. Chairperson/School Dean (if declared)</p> <hr/> <p>Academic Advising &amp; Support Center</p>	<p align="center"><b>ECU EQUIVALENCIES: TO BE COMPLETED BY THE ACADEMIC ADVISING &amp; SUPPORT CENTER</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p><input type="checkbox"/> Permission is contingent on student having a 2.0 Cumulative ECU GPA by the end of the Fall Spring Summer term 200____.</p> <p>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.</p> <p>For courses requiring <b>exceptions</b> to University policies, please obtain the following additional signature:</p> <hr/> <p>Chairperson of department(s) offering course(s) at ECU</p>
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**For Office Use Only**

- Student copy
- Registrar copy
- Academic Advising & Support Center copy
- Academic Advisor copy

Date mailed to student: \_\_\_\_\_

# PERMISSION PROCESS

**Eligibility:** To be eligible as a continuing East Carolina University student for permission to transfer a course from another college/university, you must:

1. Submit a permission form and have each course approved.
2. Have a cumulative 2.0 or better ECU GPA by the time the course is begun.
3. Be eligible to take the course at ECU (see also "General Information" below).
4. Not be suspended for disciplinary reasons.

**NOTE:** *If you are on academic warning, probation, or suspension, you can only transfer courses if you transfer 30 or more semester hours taken after your last enrollment at East Carolina.*

**Dual Enrollment:** Taking courses elsewhere while also enrolled at ECU:

1. Dual enrollment is generally not approved for courses open at ECU and is only granted for extraordinary circumstances.
2. Dual enrollment may be required for completion of on-line degrees.
3. 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 (10-11 week) summer term.

**Procedures:**

1. You should consult your advisor to determine if the proposed course(s) are appropriate.
2. If you are a declared major (no longer assigned to General College), your major department chair/director should sign this form on the front page approving the course(s).
3. You should check the ECU OneStop/Tools/Course Equivalencies web pages to see how the courses transfer. **If the college or course is not on the OneStop list, you must submit a course description with this form.**
4. A copy of the approved/disapproved form will be mailed to the address you supply on the reverse side of this form.
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 registration for the course(s) at the other institution.
7. When the course is completed, you must have an official transcript sent by the college to: **Office of the Registrar, East Carolina University, Greenville, NC 27858.**

**General Information:**

1. You may **not** "grade replace" courses at another institution.
2. You may **not** transfer a course for which you have credit at ECU ('D' or higher grade).
3. You also may **not** transfer a course that you failed at ECU.
4. While transfer grades do not affect your ECU GPA, your transfer grades will be used in computing your GPA for graduation with honors. (The College of Business also will use transfer grades in computing the 2.5 GPA on the 8 courses required for your admission to their majors.)
5. The total credit hours you take may not exceed ECU's own limits: 18 hours per semester, 7 per short (5 week) summer term, or 14 per long (10-11 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. The department teaching a course may approve an "exception to the rules" on the reverse of this form. Exceptions may include permission to take a course for which the student is not eligible at ECU, a course failed at ECU, etc. (*Note: this is a rare occurrence and approval is granted only for what the department considers to be extraordinary reasons.*)