



**PERMISSION FOR UNDERGRADUATES TO TAKE COURSES
FROM FOREIGN INSTITUTIONS (INCLUDING STUDY ABROAD)**

This form must be prepared with all required signatures and be filed with the Center for Academic Services, 210 Whichard Building, Greenville, NC 27858, (252-328-6077 office) or (252-328-1505 fax) before a student enrolls in courses at another college or university.

Students must meet the following requirements for transfer credit to be accepted:

- Permission is contingent on the student having a **2.0 cumulative ECU GPA** by the time the transfer institution course begins
- The student must earn a grade of C or better in transfer course
- You may not transfer a course for which you have credit at ECU
- You may not transfer a course for which you have failed at ECU
- Please refer to the reverse side for additional information and rules.

Academic Advisor			Major		Date
First Name	M.I.	Last Name		Student ID# B	Date of Birth
Mailing Address				Assigned Department	
City		State	Zip	Local Telephone	
Circle the semester you plan to take the course(s) – choose only one: Spring Summer Fall Year:					
College/University:				Country:	
If transcripts will come from a U.S. College/University (Study Abroad), please list name/state/city below:					

TO BE COMPLETED BY STUDENT : INFO FROM TRANSFER INSTITUTION		ECU EQUIVALENCIES: TO BE COMPLETED BY ECU	
COURSE NAME, NUMBER, AND TITLE FROM TRANSFER INSTITUTION	CREDIT HOURS	ECU COURSE EQUIVALENT	CREDIT HOURS
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
Course descriptions must be attached and failure to do so will delay approval determination until course descriptions are received.		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.	

**Dual enrollment approved
(see credit limits on reverse side)**

COMMENTS:

Office of International Affairs Student's Dept. Chairperson/School Dean (if declared) Center for Academic Services	For courses requiring exceptions to University policies, please obtain the following additional signature: _____ Chairperson of department(s) offering course(s) at ECU
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Upon completion of the course(s), the student must request forwarding of an official transcript directly to the Office of the International Affairs, ATTN: Study Abroad Coordinator, 306 East Ninth Street, East Carolina University, Greenville, NC 27858.

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.

Procedures:

1. You should consult your advisor to determine if the proposed course(s) are appropriate.
2. **You must submit a course description for each course with this form.** Typically, brief descriptions are on the institution's web page or in the materials they supply to prospective students.
3. If you are a declared major (no longer assigned to General College), your major department chair/director must sign this form on the front page approving the course(s). If the courses are to apply towards your major, the department chair or designee of the department teaching the course(s) at ECU should indicate how those courses should transfer.
4. Department chairs in the College of Business must approve the transfer of business courses by course name and number in their areas – e.g., MGMT 3202. Otherwise, the course may transfer as an elective but may not count towards a major or minor in Business. Credit for foreign language courses must be evaluated by the Department of Foreign Languages and Literatures.
5. The Office of International Affairs must approve on the reverse side of this form your participation in the exchange program you have selected and/or the acceptability for transfer of courses from the institution you plan to attend. That office will also assist the registrar in interpreting grades and credits from transcripts received from foreign institutions.
5. A copy of the approved/disapproved form will be mailed to the address you supply on the reverse side of this form.
6. It is your responsibility to report changes in the courses approved and to seek approval of new courses.
7. It is your responsibility to seek admission to and registration for the course(s) at the other institution.
8. When the courses are completed, you must have an official transcript sent by the college to East Carolina University. As a student studying abroad or participating in ECU's international student exchange programs, you should instruct the foreign university to send an official transcript to: **Office of International Affairs, ATTN: Study Abroad Coordinator, 306 East Ninth Street, East Carolina University, Greenville, NC 27858.** If you bring a transcript back with you, it must be "official" – arrive in an envelope sealed by the institution that issued the transcript. We suggest that you request a separate copy of the transcript for your own use at the same time, because transcripts can be difficult to obtain after you have returned to the U.S.

General Information:

1. You may **not** "grade replace" courses at another institution.
2. You may **not** take a course for which you have credit at ECU.
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.