



**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 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#	Date of Birth
Mailing Address				Assigned Department	
City		State	Zip	Local Telephone	
<b>Circle the semester you plan to take the course(s) – choose only one:</b> <b>Spring</b> <b>Summer</b> <b>Fall</b> <b>Year:</b>					
College/University:				City/State:	

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.	
<b>Course descriptions must be attached if transfer institution is not located in the State of North Carolina. Failure to attach course descriptions will delay approval determination until course descriptions are received.</b>		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:**

Student's Dept. Chairperson/School Dean (if declared)	For courses requiring <b>exceptions</b> to University policies, please obtain the following additional signature:
Center for Academic Services	Chairperson of department(s) offering course(s) at ECU

**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.**

# 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 has 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. If the student wishes to be enrolled concurrently at ECU and in correspondence courses, extension courses, or courses at another institution, **both** the academic unit and the Center for Academic Services must grant specific approval.
2. 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 sent to your ECU e-mail account or 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.*)
8. If you have been withdrawn through the Counseling and Student Development Center with stipulations regarding attendance at ECU, those stipulations are in effect also for courses taken through the permission process.