

ELIZABETH CITY STATE UNIVERSITY
Credit and Placement Policy

Preamble

Elizabeth City State University (ECSU), through its Office of Admissions and Office of the Registrar, coordinates the Transfer Credit, Transient Credit, Extension Credit, College Level Examination Program (CLEP), General and/or Subject Examination Credit, and Military Credit. ECSU will grant credit for any course from an accredited college or university, completed with a grade of “C” or better, that corresponds with a course in ECSU’s curriculum in content and credit value.

A. Evaluation of Credits

- i. ECSU will accept up to 48 semester hours from the aforementioned programs, excluding transfer credit from other accredited institutions.
- ii. The number of credit hours which can be accepted in transfer from a two-year institution is limited to 65 semester hours.
- iii. All transferable work completed in residence at an accredited four-year institution of higher education is not limited to 65 semester hours provided the student has earned a grade of “C” or better in each course.
- iv. A minimum of 25% of the semester credit hours at the upper level applied toward a bachelor’s degree must be earned through regular enrollment in courses at ECSU. The 25% of semester credit hours must include a minimum of 15 semester hours of credit in junior/senior-level courses in the major field.

B. Transfer Credits

- i. A preliminary evaluation of transfer credits is completed at the time the student is accepted.
- ii. All official records received from each institution previously attended by a Transfer Student are reviewed.
- iii. After conducting the review, a final evaluation of student records is made to determine the number of credits that are acceptable.
- iv. The academic department in which the transfer student majors will make the final decision on the transfer credits towards his/her graduation requirements at ECSU.

C. Transient Credit

- i. ECSU is not obligated to accept any credit from another institution unless a student has obtained initial approval from the Department Chairperson. A Permit for Transient Study form must be completed and submitted to the Provost and Vice Chancellor for Academic Affairs for approval.
- ii. No student with a cumulative grade point average below 2.0 on a 4.0 scale will be allowed to take courses at another institution for credit at ECSU; such credits are unacceptable at ECSU.
- iii. No grade below “C” will be accepted from another institution; quality points will be honored on the 4.0 point grading scale.
- iv. Students taking courses at other institutions for credit at ECSU must request that an official transcript be mailed from the other institution to ECSU’s Office of the Registrar upon completion of the course.
- v. Students who have attained senior status may not thereafter attend a junior college, community college, or a technical college or institute and receive credit toward graduation at ECSU, unless authorized by the Provost and Vice Chancellor for Academic Affairs.

D. College Level Examination Program (CLEP)

- i. The College Level Examination Program (CLEP) general examinations include five areas: Natural Sciences, Mathematics, English Composition and Social Sciences/History. Three semester hours of credit are awarded for successful completion of each of these general tests. In addition to receiving credit, are exempted from certain General Education requirements. Students must take the CLEP general examinations prior to admission.
- ii. CLEP subject examinations may be taken at any time during student enrollment. Passage of each subject examination carries 3 semester hours of credit.

E. Extension Credit

- i. Credits earned through off-campus classes are considered extension credits and may be used to satisfy degree requirements when approved, in advance, by a student’s Department Chair and the Dean of the appropriate school.
- ii. Students must submit a request to take an off-campus course with the offices of the Department Chair, Dean of the School, and the Provost/Vice Chancellor for

Academic Affairs. Students must obtain approval prior to taking off-campus course(s) for extension credit at ECSU.

- iii. ECSU shall only grant extension credit for off-campus courses in which students earn grades of “C” or above.
- iv. No more than 24 semester hours of extension credit may be used toward fulfilling degree requirements.

F. Military School Credit

- i. Credit for courses taken in military schools or military experience is based on recommended credit for military courses in the Guide to the Evaluation of Educational Experience in the armed services compiled by the American Council on Education.
- ii. Students seeking credit for military school and military experience must submit official evidence of having completed the training, experience, or education, while in service for each course in which they are requesting a course substitution at ECSU.
- iii. No more than 24 semester hours of military school credit may be used toward fulfilling degree requirements.
- iv. ECSU shall only grant credit for military school courses or experiences in which students earn grades of “C” or above.