ELIZABETH CITY STATE UNIVERSITY
Undergraduate Admissions Policy

Preamble

This policy governs undergraduate admission at Elizabeth City State University (ECSU). To the extent any provision contained within this policy conflicts with UNC Policy 700.1.1 Minimum Requirements for Undergraduate Admissions, the UNC policy statement shall control.

1. General Application Process

Closing dates for submission of a completed application are as follows:

A. Fall and Spring Semester Closing Dates
   i. Priority Fall Semester Admission Deadline – May 1
   ii. Fall Semester Admission Deadline – August 1
   iii. Priority Spring Semester Admission Deadline – November 1
   iv. Spring Semester Admission Deadline – December 1

B. Summer School and Weekend/Evening Closing Dates
   Deadlines for submission of applications for Summer School Sessions and the Weekend/Evening Program are set by applicable publications for each program.

C. Application Submissions
   Applications for admission must be accompanied by a nontransferable, nonrefundable application fee, a current official transcript and SAT or ACT test scores if applicable.

D. Transfer Applicants
   i. Transfer applicants must submit official transcripts of all prior college work and dates of attendance.
   ii. Applicants must be eligible to return to their previous institutions to be admissible.
   iii. Transfer applicants 20 years and younger with fewer than 24 credits must submit official high school transcripts and SAT/ACT scores.

E. College Health Form
   If accepted for admission, students are required to submit the College Health Form, which includes health history information, a recent physical examination
and immunization records. Students who fail to submit properly completed health forms by the end of the first two weeks of the semester in which they matriculate may be subject to dismissal.

F. Cancellation
Failure to submit applications with complete and accurate information may result in the cancellation of registration and dismissal from the university.

2. Applicants for First Time Admission as Freshmen
A. Admissions Committee
The Admissions Committee considers each application for admission individually, reviewing: the academic record; the rigor of the academic program; class rank; standardized admission test scores; recommendation letters; special talents and/or abilities, extracurricular activities, personal background; honors and/or Advanced Placement (AP) or International Baccalaureate (IB) courses.

B. Requirements
i. High School/Secondary School. Applicants for admission must have graduated from an accredited secondary school or its equivalent.

ii. Standardized Tests. Applicants for admission must submit a standardized test score. The SAT and the ACT are both acceptable standards tests.

iii. UNC System Minimum Course Requirements. Applicants for admission must meet the minimum course requirements for undergraduate admission as established by the University of North Carolina Board of Governors as follows:

1. Six course units in language, including:
   a. Four units in English emphasizing grammar, composition, and literature; and
   b. Two consecutive units of a language other than English.

2. Four course units of mathematics, in any of the following combinations:
   a. Algebra I and II, and geometry, and one unit beyond algebra II;
   b. Algebra I and II, and two units beyond algebra II; or
   c. Integrated math I, II and III, and one unit beyond integrated math III; or
   d. NC Math 1, 2, 3, and one unit beyond NC Math 3 identified as
meeting the 4th level mathematics requirement for admission to
UNC System institutions; or

e. Common core math I, II, and III, and one unit beyond common
core math III.

It is recommended that prospective students complete at least one
mathematics course unit in the twelfth grade. For any applicant who
has not met the requirement for the fourth unit of mathematics, the
student will have 12 months from the first day of the first semester of
the first year to fulfill the requirement. The course taken to fulfill this
mathematics requirement may count as elective or general education
credit. For any applicant who has not met the requirement for the
fourth unit of mathematics, the student will have 12 months from the
first day of the first semester of the first year to fulfill the requirement.
The course taken to fulfill this mathematics requirement may count as
elective or general education credit.

3. Three course units in science, including:
   a. At least one unit in life or biological science (for example,
      biology);
   b. At least one unit in physical science (for example, physical
      science, chemistry, physics); and
   c. At least one laboratory course.

4. Two course units in social studies, including one unit in U.S.
   History, but an applicant who does not have the unit in U.S.
   History may be admitted on the condition that at least three
   semester hours in that subject will be passed by the end of the
   sophomore year.

   “Course units” as defined in these requirements may include those
   high school-level courses taken and passed by an applicant after
   graduation from high school, as well as those taken while enrolled as a
   high school student.

iv. **UNC System Minimum Admissions Requirements (for high school grade
    point average (GPA) and SAT/ACT scores)**

   All applicants for first-time admission as freshmen must meet either the
   minimum weighted high school GPA or standardized test score in order to
be considered for admission. All applicants for admission, except those exempted by a current UNC System policy or regulation must submit a standardized test score, even if they satisfy minimum eligibility requirement through high school GPA.

1. The minimum weighted high school GPA of 2.5; or

2. Standardized Test Scores of a composite ACT Score of 19 or combined (mathematics and evidenced-based reading and writing) SAT score of 1010 (minimum score of 930 on SAT taken prior May 2016 test version).

3. The maximum number of chancellor’s exceptions is limited to one percent (1%) of the total number of applicants accepted as first time undergraduates each year. A chancellor’s exception may be applied to the SAT/ACT minimum requirement or the high school GPA minimum requirement.

   v. Applicants who are 21 or over at the start of their first undergraduate term are exempt from both Minimum Admission Requirements and Minimum Course Requirements.

3. Special Considerations
   A. Applicants who Graduate from High School Before Completing Minimum Undergraduate Requirements
      An applicant who graduates from high school before completing the minimum undergraduate course requirements must complete the requirements at a high school or college before admission will be considered.

   B. Home Schooled Students
      Applicants from home schools are exempt from the minimum GPA requirement but must meet the minimum test scores for either the SAT or ACT and MCR.

   C. Non-Traditional High Schools
      Applicants from non-traditional high schools that do not have grades or operate on a scale other than that on which this admissions policy is based on are exempt from the minimum GPA requirements but must meet the minimum test scores for the SAT or ACT and MCR.
4. **Transfer Students for Advanced Standing**

   **A. General**
   
   i. The Office of Admissions will consider applicants seeking to transfer from community colleges, four-year colleges and universities accredited by their respective regional associations if the applicant has a cumulative average GPA of at least 2.0.
   
   ii. Applicants seeking to transfer from community colleges, four-year colleges and universities accredited by their respective regional associations that have less than a cumulative average GPA of at least 2.0 will be referred to an admission committee for review and decision.

   **B. Entrance Requirements**

   Transfer students who seek a degree must satisfy all entrance requirements. Each transfer applicant must submit official transcripts covering all college work attempted. College courses that have not been completed within the last seven years will not be accepted automatically for transfer credit unless a student is entering under the Comprehensive Articulation outlined in item J below. Acceptance of such courses for transfer credit will be at the discretion of the Department in which the course is offered.

   **C. Transcripts**

   Transcripts of applicants for transfer will be evaluated in relation to the requirements of the specific academic program for which the student is accepted. Courses to be transferred must be equivalent to respective courses in degree programs at ECSU. Credit will not be granted automatically for correspondence courses. In instances where courses from other colleges only partially fulfill general education requirements, students will be required to make up the shortage in credit hours in the same related (elective) courses.

   **D. Overall GPA**

   i. Transfer applicants must present an overall grade point average (GPA) of at least 2.00. Course grades less than “C” will not be accepted for transfer credit.
   
   ii. Transferable courses with a grade of “P” (pass) or “S” (satisfactory) in Spring 2020 will be accepted for transfer credit due to grade change policies in response to the COVID 19 pandemic.
   
   iii. Transferable courses with a grade of “F” (fail) will not receive transfer
E. Academic Probation
Transfer applicants who have been placed on academic probation at another institution but who are eligible to return to that institution will be considered for admission with the same status at ECSU. Transfer applicants who have been dismissed or suspended for disciplinary reasons from other institutions will not be permitted to enroll at ECSU.

F. Less Than 24 Hours of Transferable Credits
   i. Transfer applicants 21 and over, who have attended an accredited college or university but have earned less than 24 semester hours of transferable credit will be reviewed on all attempted college coursework.
   ii. Transfer applicants under the age of 21 who have attended an accredited college or university but have earned less than 24 semester hours of transferable credit must meet the minimum course requirements and the minimum admission requirements as outlined in section 2 above.

G. Military Students
Students who have completed a minimum of three years of cumulative active duty service duty service in the United States Armed Forces will be reviewed for admissions by submitting their official high school transcript or GED, college transcript(s) (if applicable), and a relevant military transcript for evaluation.

H. Classification
The classification of transfer students (freshman, sophomore, junior or senior) shall be determined by the number of transfer credit hours accepted by ECSU. The maximum transfer credit hours accepted from all two-year institutions attended are 65 credit hours. Students who have attained junior status will not be allowed to transfer credit for any college work completed after that time in a two-year institution without prior approval. Transfer applicants attending a four-year institution must consult the Office of Admissions regarding credit allowed. Although there is no limit on credit hours accepted from a four-year institution, a 30-hour residency is required to graduate from ECSU.

I. General Education Requirements
All transfer students shall be required to complete the general education course requirements or course work equivalent to those required in the general education program.
J. Comprehensive Articulation Agreement (CAA)
Transfer applicants under the Comprehensive Articulation Agreement enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs to transfer with junior status as long as they satisfy items A – E above. Community college graduates of the aforementioned programs who earn 60 semester hours in approved transfer courses with a grade of “C” or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution. Students who successfully complete the agreement shall receive the following:

i. Transfer credit in the equivalent general education course

ii. 60 credits and Junior status

iii. General Education courses requirements are waived and MCR do not apply

iv. Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college.

v. Elective courses may not be used to fulfill general education requirements.

vi. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a “C” will not negate the provisions of the CAA.

vii. Please see section D for stipulations regarding P/F or S/U grades.

5. Special and Transient Students
A. Special Students
Applicants who do not meet admissions requirements, as described within this policy, may be admitted to a limited number of courses as a special student. Special students are admitted for one term only (space permitting) and must be readmitted at the beginning of each subsequent term. Such applicants may be required to present evidence of the need for a specific course. Special students who desire to become candidates for a degree from ECSU must meet appropriate admissions requirements.

B. Transient Students
Applicants who are regularly enrolled students at other institutions may be admitted as transient students. An appropriate official at the transient student’s home institution must: authorize the attendance at ECSU, provide advance approval of the course work selected, confirm the transient student is in good standing at the home institution and otherwise approve the transfer credits taken at ECSU. At the end of one term, the work of a transient student must transfer to ECSU or the transient student must withdraw from ECSU.
6. Readmission and Reinstatement of Former Students

A. Break in Education Less Than Six Years
   Readmission and reinstatement for students with a break in education of less than six (6) years shall be governed by the Catalog in effect at the time of initial enrollment at ECSU.

B. Break in Education 6 or More Than Six Years
   Readmission and reinstatement for students with a break in education of more than six (6) years shall be governed by the Catalog in effect at the time of re-admittance.

C. Return After Voluntary or Involuntary Absences
   Students seeking to return to ECSU after voluntary or involuntary absences must apply for readmission and complete the applicable process as set forth below:
   
   i. Break in Education with No Attendance at Another Institution
      Students who have had a break in educational studies of one semester, not including the summer term or more, with no additional college course work since the last date of attendance at ECSU must:
      a. Re-apply to the university by completing an application; and
      b. Meet with an academic advisor to review course and curriculum requirements.

   ii. Break in Education with Attendance at Another Institution
      Students who have had a break in educational studies of one semester or more, not including summer term, and have attended another institution since attending ECSU must:
      a. Re-apply to the university by completing an application;
      b. Submit all new course work for evaluation; and
      c. Meet with an academic advisor to review course and curriculum requirements.

D. Financial Aid
   Students seeking readmission should apply for financial aid at least thirty (30) days prior to the start of the semester of enrollment. All tuition and fees must be paid in accordance to the Student Accounts payment schedule.

E. Outstanding Accounts
   Students with outstanding account balances will not be readmitted until the outstanding balance is paid in full.
7. **International Students**

   Applicants from non-English speaking nations must provide evidence of proficiency in the English language at the time an application is submitted to ECSU. Scores on the Test of English as a Foreign Language (TOEFL) or the Michigan Test are required as are SAT or ACT scores. Applications will be considered incomplete without SAT or ACT scores. Form I-20 will not be authorized without SAT or ACT scores. For students born in non-English speaking nations but educated in senior high schools in the United States, scores on the SAT or ACT may substitute for scores on the TOEFL or the Michigan Test. Students must submit official proof of financial support and an English translation of all transcripts. It is preferred that all documents be submitted to the Office of Admissions six months in advance of the desired date of enrollment.

8. **Advanced Placement Program/College Level Examination Program (CLEP)**

   A. **Advanced Placement Program**

      ECSU participates in the Advanced Placement Program. Applicants who demonstrate achievement of specific Advanced Placement Tests may have the results submitted to ECSU for consideration with regard to placement in advanced course and for college credit. Based upon the test results, the amount and nature of the credit granted shall be determined by the Admissions Committee and the applicable academic Department.

   B. **College Level Examination Program (CLEP)**

      ECSU participates in the College-Level Examination Program (CLEP). ECSU’s CLEP Policy (ECSU Policy 300.1.12) governs the CLEP process.

9. **Course Audits**

   A. **Enrollment as Auditor**

      Students enrolled or admitted at ECSU with satisfactory records of experience and education may enroll for specific courses as auditors.

   B. **Registration for Auditing Courses**

      Students who audit courses will not receive grades or credit but must register in the Office of the University Registrar, pay regular tuition and fees and attend regularly.