

## **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**

A. 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.

B. 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.

C. 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.

D. 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.

E. 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*. All students should hold a high school diploma or its equivalent.
- ii. *Minimum Course Requirements (MCR)*. The following courses must be completed at the high school level, although those courses may be completed at an earlier time (e.g., middle school).
  - a. English: four course units emphasizing grammar, composition, and literature.
  - b. Mathematics: four course units in any of the following combinations:
    1. Algebra I, algebra II, geometry, and one unit beyond algebra II; or
    2. Algebra I, algebra II, and two units beyond algebra II; or
    3. Common core math I, II, and III, and one unit beyond common core math III; or
    4. Integrated math I, II, III, and one unit beyond integrated math III; or
    5. NC Math 1, 2, 3, and one unit beyond NC Math 3 identified as meeting the 4<sup>th</sup> level mathematics requirement for admission to UNC System institutions.
  - c. Science: three course units, including at least:
    1. One life science unit (e.g., biology, ecology, zoology); and
    2. One physical sciences unit (e.g., astronomy, chemistry, earth science, environmental science, physical science, physics); and
    3. One laboratory science unit.

- d. Social Studies: two course units, including one unit in U.S. history. *(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 be passed by the end of the sophomore (second) year)*

*[For students applying for first-time (freshman) admission to constituent institutions after the 2024 spring semester:]*

- e. Two additional academic courses from English, mathematics, science, social studies, world languages, or computer science. *(Note: these courses should be selected in alignment with a student's academic and career objectives. Completion of two sequential world language courses is recommended.)*

iii. UNC System Minimum Eligibility Requirements (MER) - High School Grade Point Average (GPA) and SAT/ACT scores

For students entering in the Fall 2024 or Spring 2025 semesters:

- a. High school GPA: A minimum weighted GPA of 2.5; or
- b. Standardized Test Scores: Students are not required to submit a standardized test score. If a student does not meet the minimum high school GPA requirement, they may gain admission eligibility with a composite ACT score of 19, or combined SAT (mathematics and evidence-based reading and writing) of 1010.

Note: ECSU will not require SAT or ACT scores for undergraduate admission through fall 2024.

For students entering in the Fall 2025 or Spring 2026 semesters:

- a. High school GPA: A minimum weighted GPA of 2.5.
- b. Standardized Test Scores: Students with a weighted high school GPA greater than or equal to 2.50 and less than 2.80 are required to submit a standardized test score (ACT or SAT).

For students entering in the Fall 2026 semester and beyond:

- a. High school GPA: A minimum weighted GPA of 2.5.
- b. Standardized Test Scores: Students with a weighted high school GPA greater than or equal to 2.50 and less than 2.80 are required to submit a standardized test score of a 17 or higher on the ACT or a 930 or higher on the SAT.

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 the minimum eligibility requirement through high school GPA.

A test score requirement may be met by a “superscore,” defined as a combination of subtests from more than one administration of the same test. However, the SAT scores may not be calculated by conversion of ACT scores or vice versa.

No additional information will be required from any applicant based on the type of high school attended.

### 3. Exemptions

- A. Applicants who are 21 or over at the start of their first undergraduate term are exempt from both Minimum Eligibility Requirements and Minimum Course Requirements.
- B. Applicants who have earned at least 24 transferable credits from a regionally accredited postsecondary institution are exempt from both Minimum Eligibility Requirements and Minimum Course Requirements.
- C. 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.
- D. 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.

- E. Graduates of foreign high schools (excluding American high schools in foreign countries) for which high school GPA and/or required admissions test scores are not provided, or are provided on a scale that is not comparable to the GPA scale on which this admissions policy is based, may be exempted from the MCR and MER.

#### **4. Special Considerations and Exceptions**

##### **A. Special Considerations for Minimum Course Requirements (MCR)**

- i. Academic Achievement – An MCR exception may be granted for students who are missing one of the required MCRs based on academic merit if their high school GPA is above the University average and SAT score is above the University average, or they are ranked in the top 25 percentile of their class.
- ii. Special Talent – An MCR exception may be granted for students who are missing one of the MCR based on merit in a special talent area.

##### **B. Chancellor's Exceptions for Minimum Eligibility Requirements (MER)**

- i. A chancellor's exception may be applied to any first-time undergraduate who does not meet either the SAT/ACT minimum requirement or the high school GPA minimum requirement.
- ii. Students admitted through Summer Bridge or other summer enhancement programs must meet MER or be counted as a chancellor's exception.
- iii. The maximum number of chancellor's exceptions is limited to one percent (1%) of the total number of first-time undergraduate applicants accepted in the academic year of admittance, or 75 students, whichever is greater.

A committee with faculty participation will review all special considerations and chancellor's exceptions.

Reporting Requirements: A report of the admission of students requiring special consideration to the MCR and chancellor's exceptions to the MER must be made annually to the board of trustees and submitted to the president.

## **5. 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.
- iii. For students entering ECSU on or after July 1, 2025, a condition of awarding a baccalaureate degree will be the satisfactory completion of a course or courses covering the Foundations of American Democracy.
- iv. If, at matriculation, an institution awards 60 or more hours in transfer credit to a student, that student is exempt from the satisfactory completion of a course or courses covering the foundations of American democracy.
- v. Any student completing the Associates in Arts (AA) or Associates in Science (AS) degrees according to the CAA will be considered to have completed general education requirements and the requirements covering the Foundations of American Democracy, at all UNC institutions in which they matriculate.
- vi. ECSU's will award academic credit that it has determined meets the requirements for the Foundations of American Democracy through any method including without limitation (i) the award of credit for prior learning or, (ii) the award of credit for completion of a course or courses as a non-degree seeking student or (iii) through Qualified Advanced Course Examination Scores.

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 credit.

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 enable 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.

## **6. 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.

## **7. 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 with 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.

## **8. 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.

## **9. 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.

## **10. 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.