



Request for Transfer Credit or Request for Excess Non-Degree Credit

Student Name

Today's Date

Student ECU email address

Banner ID

School/Department

Semester Admitted

Degree Student is pursuing

Program of Study

Minimum number of hours required for this degree (e.g., 30, 36, etc.)

Number of hours of transfer credit previously awarded from other institutions

Number of non-degree credit hours from ECU (in addition to or over the allowed 9 hours)

Transcripts already on file at ECU

Transcripts have been ordered or official one attached

CHECK below ALL that apply & list the course information. See page 2 for transfer credit policies.

This request is for course(s) **TAKEN at another accredited institution.**

This request is for courses(s) **TO BE TAKEN at another accredited institution.**

This request is for **NON-DEGREE** courses taken at ECU.

Transfer Institution	Course Prefix & Number/Title	Credit Hours & Grades	Year & Term completed	ECU Course Equivalents	Credit Hours

Signature of Chairperson or Authorized Official

Today's Date

Graduate School Use Only

Approved

Disapproved

Signature of Dean or Associate Dean of Graduate School

Today's Date

Cc: Registrar, Department (the department should give a copy to the student), Graduate School

With the support of the graduate program director, up to one third of the credit hours in a graduate certificate or degree program may be transferred from a regionally accredited college or university. Exceptions may be made with the permission of the program director and the dean of the Graduate School, but in all cases, students must earn at least one half of the credit hours in a graduate certificate or degree program at East Carolina University.

NO CREDIT HOURS COMPLETED AS PART OF A **PREVIOUSLY EARNED MASTER'S DEGREE** CAN BE COUNTED TOWARD A SECOND MASTER'S DEGREE. Transfer of graduate level course work must be approved by the chair or other authorized unit official and the Dean or Associate Dean of the Graduate School. Refer to the Graduate Catalog for more details.

SUBMISSION OF OFFICIAL TRANSCRIPT(S) FOR NON-ECU WORK IS THE STUDENT'S RESPONSIBILITY. PETITIONS WITHOUT A TRANSCRIPT WILL NOT BE APPROVED UNTIL AN OFFICIAL TRANSCRIPT IS PROVIDED.

Guide to Number of Transfer Hours Allowed from Other Accredited Institutions

For a	30-33	hour graduate program	11 SH
	36-39	hour graduate program	13 SH
	42	hour graduate program	14 SH
	45-48	hour graduate program	15/16 SH
	51-54	hour graduate program	17/18 SH
	57	hour graduate program	19 SH
	60	hour graduate program	20 SH