

Evaluating Courses vs. Substituting Courses

Part 1: Evaluations

When are courses evaluated?

- The 1st time a course is transferred to ECU.
- Courses may be reevaluated later only if the course content changes significantly at the other school. However, this rarely happens.

How are courses evaluated?

- Admissions & Records will evaluate standard courses (i.e. PSYCH 1113) based on the course descriptions.
- We will also evaluate courses as NODEPT when it is obvious that ECU does not have an equivalent, such as religion courses.
- If A&R is unable to evaluate the course, Anita Herdman will send an evaluation form to the appropriate department chair.

Completing the Evaluation Form

- When assigning evaluations, you have 4 choices. The first 3 are as follows:
 - Option 1: If the course is equivalent to an ECU course, list the ECU course prefix and number.
 - Option 2: If ECU does not have an equivalent course, but the course is acceptable for elective credit in your department, list the prefix and “elective credit” or “0000”.
 - Option 3: If the course should not be accepted by your department, list NODEPT.

Completing the Evaluation Form

- Option 4 is to return the evaluation form to our office with a note suggesting an alternative department if you think that course equivalency should fall under their area.
- Please do not assign a NODEPT evaluation if this is the situation.
- We need your signature and the date at the bottom of the every form.

When evaluating courses, remember that:

- The evaluations should not be based on an individual student or instructor.
- It should only be based on the content of the course.
- It will affect all students who complete the course.

NODEPT Evaluations

- If NODEPT is the assigned equivalency, students must have an approved substitution form in order to use the course on their major, minor, or general education courses.

Return the completed forms to
A&R as soon as possible.

- In some cases our VA students are unable to be certified due to outstanding evaluations. This prevents them from being able to receive their benefits.

OSRHE's Transfer Matrix

- ◉ We do update evaluations according to the State Regents' matrix every year.
- ◉ If a course is equated on the OSRHE's transfer matrix, it must be honored at ECU.

Transfer Matrices

- If you are advising a new student, you may refer to the Regents' transfer matrix or the ECU transfer matrix to see if their courses have already been evaluated.
- We do not enter a student's record until they have started their 1st semester at ECU.
- On the ECU matrix, evaluations will have a start date of 01/15/1940 after they have been evaluated for the first time.

Evaluating Courses vs. Substituting Courses

Part 2: Substitutions

Substitution forms are appropriate if:

- A required course is not offered in a student's last semester.
- There is a timing conflict with two required courses in a student's last semester.
- The course covered most of the same content.
- The course was equated to NODEPT.
- The course was from a non-accredited school.
 - We will not record work from a non-accredited school unless a substitution form has been approved and the course will meet a major, minor, or general education requirement.

When should you NOT complete a substitution form?

- ⦿ When the course you are wanting to sub has not been evaluated yet.
- ⦿ The reason for this is that the course may be evaluated as an equivalent course to the required course, which would make the sub form unnecessary.

How will you know if the course has been evaluated?

- By referring to the student's transfer work sheet.
- On the transfer work sheet, the equivalent course title will be "not evaluated yet" if this is the case.

Completing the Substitution Form

- The simplest way to fill out the substitution form is to use the student's transfer work sheet.
- You can access a student's transfer work sheet via MyECU, the same way you would access their transcript.
- The substitution form must be completely filled out.

Who should sign the form?

1. The student.
2. The student's advisor.
3. The department chair of the required course. This is not necessarily the student's department chair.
4. The Education dean, if the sub will affect teacher certification.
5. The dean of the required course. Again, this is not necessarily the student's dean.
6. Academic Affairs.

Once the form has been approved/denied by Academic Affairs:

- The original form will be delivered to the Admissions & Records office.
- Academic Affairs will email the final decision to the student's advisor and the department chair of the required course.
- It is the advisor's responsibility to notify the student.

Blanket Substitutions

- We can no longer accept blanket substitution forms due to our computerized degree audit system.
- Individual sub forms will need to be submitted for each student.

Evaluations vs. Substitutions

- For all students.
- Very difficult to change once established.
- For an individual student.
- Are approved/denied on a case by case basis.

Miscellaneous Information

- Cross-listing seminar courses may prevent the need for sub forms.
- Education majors' certification language requirement – if they use high school courses for this certification requirement, they must still complete 6 hrs from the Gen. Ed. Communication section for their degree requirements.

Miscellaneous Information, Cont.

- ⦿ Computer Proficiency Requirement – varies by major, and may or may not be built into a major's requirements.
- ⦿ Service Learning Requirement – based on when students attended ECU for the 1st time and how many hours they had completed at that time.