

Undergraduate Transfer Credit Policies -East Central University

Last Updated 10-17-2022 (Approved by Academic Affairs)

The policies outlined herein only pertain to the acceptance and transcription of transfer credits from previously attended institutions and prior learning programs. For policies relating to transfer admission, prospective students are encouraged to refer the [Office of Admission's transfer web page](#).

- **Official Transcripts are Required:** In all cases, official transcripts from the originating institution will be required prior to transfer credits being reviewed and transcribed to the East Central University (ECU) transcript. Official transcripts will also be required for credit by examination credentials – the only exception being if scores are sent electronically directly from the testing organization. Please see the policy below concerning Credit for Prior Learning for additional information. *Added to document 9-2-2022.*
- **HLC or Other Regionally Accredited Institution:** Transfer credits from colleges and universities accredited by HLC or other regional associations will be accepted and transcribed to the ECU transcript. Importantly, this does not mean all related credit hours will count toward the award of a bachelor's degree. For limits on transfer credit hours counting toward a bachelor's degree, please refer to the relevant policy below. *Added to document 9-2-2022.*
- **Degree-Granting Institution Accredited by a National Association:** Unlike regionally accredited institutions, it is not guaranteed that all credits will be accepted and transcribed to the ECU transcript. ECU reserves the right to deny transfer of these credits upon review by academic faculty. *Added to document 9-2-2022.*
- **Degree-Granting Institution NOT Accredited by a Regional or National Association:** By default, credits from such institutions will not be accepted for transfer. This includes schools that may be accredited by an agency/association limited in scope to a specific state, but not recognized regionally or nationally. Students may however request to have specific courses evaluated using ECU's Gold Form in Etrieve. The Records Office will not prompt students to complete the Gold Form. Students who wish to complete the form may of course contact the Records Office with questions. *Updated 10-28-2022.*
- **How to Determine Accreditation Status:** Often times institutions of higher education will post very clearly on the web their accreditation status. If this is not the case, or if what a school posts lacks clarity, then it is important that the transfer evaluator investigate further. After a transfer evaluator has fully investigated the accreditation status, if uncertainty remains, the transcript should not be evaluated until either the Registrar or Associate Registrar has had an opportunity to investigate. *Added to Document 10-17-2022*
 - Below are two web sources that may be used to establish accreditation status.
 - [Database of Accredited Postsecondary Institutions and Programs \(DAPIP\)](#)
 - [HigherEd Direct](#)
- **Accepted Transfer Grades:** ECU will only accept and transcribe transfer courses graded A, B, C, D, CR (credit) or P (passed). This policy was placed into effect on September 6, 2022. The policy will not be retroactively applied. *Added to document 9-2-2022.*
- **Accepted Transfer Credits:** Regardless of any ECU course content equivalencies awarded for a transfer course, the credits awarded at ECU will always reflect the credit value awarded from the original institution. See heading below concerning transfer credits from colleges and universities on the quarter system. *Added to document 9-28-2022.*
- **Quarter System Transfer Credits:** Transfer credits from institutions on the quarter system – as opposed to the semester system – will be divided by 1.5 to determine the appropriate number of semester hours to be transcribed at ECU. *Added to document 9-2-2022.*
- **Transfer Credits from International Colleges & Universities:** Transfer students with prior work from a college, university, or other institution of higher learning outside the borders of the United States, may have their work evaluated for degree bearing credit toward an ECU bachelor's degree. Students should begin the process by scheduling a meeting with their academic advisor. The student and the advisor will review the international transcripts, gather any course descriptions and syllabi that are available, and complete the Gold Form available in ECU's Etrieve system. Students and advisors should be prepared to work collaboratively when completing the form. Instructions for completing the form, and an explanation of the larger process, are available within the Etrieve form. *Added to document 9-28-2022.*
- **Associates Degrees & General Education Requirements:** Any transfer student who has completed an Associates of Arts (A.A) or Associates of Science (A.S.) from an Oklahoma regionally accredited institution, will be considered to have fulfilled all the general education requirements for a bachelor's degree. This policy is not applicable to Applied Associate degrees. At this time some major programs require specific courses be taken toward general education. For these programs, students with an A.A. or A.S. from an Oklahoma institution may have to take additional courses from the general education curriculum as requirements toward their major. *Added to document 9-2-2022.*

- **Maximum Transfer Credits Counting Toward a Bachelor's Degree:** Although ECU does not limit the number of accepted transfer credit hours that can be transcribed, a minimum of 30 credit hours must be earned from ECU. Therefore, for a 120-hour degree, a maximum of 90 transfer credit hours may apply toward graduation. Furthermore, at least 60 credit hours, excluding physical activity courses, must be earned from a baccalaureate degree awarding institution (i.e., from a four-year school). The maximum number of transfer hours that can therefore count toward a bachelor's degree are summarized below.
 - Maximum of 90 overall transfer credit hours
 - Of the 90 overall credit hours allowed, a maximum of 60 can come from a two-year school.

For programs requiring 124 hours, the maximum transfer hours allowed toward degree completion is 94, and the maximum from a two-year school is 64. *Added document 9-2-2022.*

- **Level (lower/upper division) for Transfer Credits:** Credits transferred from another institution will be classified at the level (lower/upper division) at which they were earned. For courses typically taught at the 3000 level when completed by sophomores at senior institutions, these courses may – with faculty approval – be accepted for transfer and allowed to fulfill *content requirements* within the major and/or minor program of study. These transfer credits will however not count toward satisfying any of the minimum requirements for upper division credits as stated within the policies above. Lower division credits from a 2-year school may never count toward content or credit requirements for an ECU bachelor's degree. *Updated 9-28-2022.*
- **Graduate Transfer Work:** In order for graduate level transfer credits to be accepted and transcribed to the ECU graduate transcript, such credits must have been transcribed to a graduate level transcript at the originating institution. Graduate level credits originally transcribed to an undergraduate transcript, **will not** be accepted and transcribed to the ECU graduate level transcript. Such credits will also not be automatically accepted and transcribed to the ECU undergraduate transcript. The student may however appeal directly to their undergraduate major program of study to petition for these credits to be accepted and transcribed to the ECU undergraduate transcript, and thus count toward the undergraduate program being pursued at ECU. **Under no circumstances** will graduate level work, completed at ECU and transcribed to the ECU undergraduate transcript, be moved to the ECU graduate transcript. All graduate students are encouraged to work with the Graduate Studies Office to determine all other relevant policies pertaining to their progress toward degree completion. *Updated 10-28-22*
- **GPA Calculations & Transfer Credits:** Transfer credits will be calculated into the ECU Grad-Retention and Overall Cumulative GPA values. *Added to document 9-2-2022.*
- **Credit for Prior Learning:** Below is the definition of Credit for Prior Learning (CLP) as defined by Oklahoma State Regents.

““**Prior Learning**” is acquired outside the sponsorship of legally authorized postsecondary and higher education institutions accredited as degree-granting institutions. The term applies to learning acquired from, but not limited to, work and life experiences, non-degree granting institutions, professional training, military training, or open source learning.”

The following are forms of CLP *accepted* by ECU.

- College-Level Examination Program (CLEP)
- Advanced Placement (AP)
- Joint Services Transcript (JST)
- International Baccalaureate (IB)
- Advanced Subject Examination

The following are forms of CLP *not accepted* by ECU at this time.

- Industry Credentials & Certifications (NOCTI)
- National College Credit Recommendation Service (NCCRS)

Credit awarded for prior learning (number of semester hours and level) shall not exceed HLC and ACE recommendations. Examination scores used to validate prior learning must meet or exceed the minimum recommended by ACE for national examinations – when applicable for the type of CLP being evaluated. Credits for all formats of prior learning will not be transcribed to the ECU transcript until after the student has successfully completed (i.e., at a C-grade or above) at least 12 degree bearing hours from ECU. All credit awarded for prior learning will be transcribed with a P-grade (Passed). Credits awarded shall be transcribed with the subject prefix, number and title of the relevant ECU course. Credits awarded will included a notation on the ECU transcript indicating the method of CLP.

Unless previously accepted and transcribed at another Oklahoma regionally accredited institution, an original copy of the credit by examination transcript must be submitted to ECU. CLP previously transcribed at another Oklahoma regionally accredited institution, shall, in accordance with Oklahoma State Regents policy, be considered transferrable on the same basis as if the credit had been earned

through regular study at the awarding institution. Thus, in this circumstance, credit may be transcribed to the ECU transcript prior to earning 12hrs of degree bearing credit from ECU. *Updated 9-28-2022.*

- **Non-Coursework Information from Original Transcript:** Supplemental information outside what is mentioned in the above policies (e.g., academic standing comments from original institution), will not be transcribed to the ECU transcripts. *Added to document 9-2-2022.*

- **2-Part Courses: When Faculty Approve a Part-I Transfer as Equivalent to a Part-II ECU course:** This policy has come into being due to an English Comp-I course being approved as equivalent to ECU's English Comp-II. Such a transfer equivalency is permitted with faculty approval. This policy is not limited to English Composition. Should similar cases arise with other multipart course sequences, then this policy may be applied. The original transfer course (taught as Part-I) will be transcribed as equivalent to ECU's Part-II. The transfer evaluator should explain to the approving faculty member, that unless the student pursues a course waiver for the Part-I course it will be counted as incomplete during a degree audit. When the student is notified that his/her transfer evaluation is complete, an additional comment should be included explaining how the multipart course sequence was evaluated, and encouraging the student to pursue a course waiver approval for the Part-I course – failure to do so will cause the Part-I course to count as incomplete during a degree audit.
 - *As of 10-17-22 ECU does not have a course waiver form. It is expected one will be implemented by Spring 2022. In the meantime, students in this situation are encouraged to speak with the College Dean for their major program of study to pursue the waiver. Add to document 10-17-2022.*