

## Undergraduate Transfer Articulation & Evaluation -- Standard Operating Procedure

**Authority:** Office of the Registrar; Office of the Provost, Academic Affairs; & the UNC System

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### Related Policies:

#### UNC System Policies:

Regulation to Foster Undergraduate Transfer Student Success (UNC Policy Manual 400.1.5.3 [R]): *the purpose of this regulation is to assist constituent institutions with the implementation of transfer procedures in a manner that complies with the intent and directives included in UNC Policy 400.1.5.*

*Specifically, this SOP is designed to align with Goal 3 of UNC Policy 400.1.5.3[R]: “establishing clear rules and procedures for transfer credit articulation”*

#### ECU Undergraduate Catalog Policies:

Credit by Transfer, Undergraduate Catalog: *Course work successfully completed at institutionally accredited colleges, technical institutes, or universities will be considered for transfer credit.*

Upon Admission, Undergraduate Catalog: *A student transferring to the university from another institutionally accredited college or university will submit official transcripts to the Office of Admissions during the admissions process. Credit will be awarded for all transferable courses for which a grade of C- (1.7) or better was earned.*

Taking Courses at Another United States College or University: *Students interested in completing courses at another college or university and transferring the credit back to ECU should discuss their options with an academic advisor. Specifically, students should be aware of the following:*

1. *Coursework is accepted from institutionally accredited institutions only.*
2. *The ECU course equivalency for the transferred course is available in PiratePort, if previously transferred from that institution. If the course is not in the equivalency finder, students should work with their academic advisor regarding the process to request a course review.*
3. *Coursework will not be accepted for which credit has been previously earned.*
4. *Students may take courses elsewhere that were previously failed at ECU and transfer the credit to ECU.*
5. *Courses completed elsewhere and transferred to ECU are not included for the calculation of the ECU GPA.*
6. *Students may not apply the grade replacement policy to courses taken elsewhere and transferred to ECU.*
7. *Only courses in which the student earns a C- (1.7) or better will be accepted in transfer.*
8. *An official transcript from the institution where the course was completed must be requested by the student and submitted to the Office of the Registrar immediately upon completion of the course.*
9. *ECU’s baccalaureate degree requirements state that: (a) A minimum of 25% of the credit hours required for the degree and at least 50% of the total hours required in the major must be completed at ECU.*
10. *Some degree programs include transfer GPA (by course or cumulative) to determine acceptance into a major.*

**Additional References:** <http://transfer.ecu.edu>; <http://catalog.ecu.edu>

## 1. Introduction

Described in this Standard Operating Practice (SOP) are the guidelines surrounding how ECU entities articulate and evaluate an undergraduate student's transferrable credits from an outside, institutionally accredited college or university, to adhere to UNC regulation 400.1.5.3 [R].

## 2. Standard Definitions

- 2.1 AACRAO *American Association of Collegiate Registrars and Admissions Officers, a non-profit professional association with the charge to make higher education responsive to learners. AACRAO provides advocacy, research, and policy-based guidance and training for higher education professionals. [www.aacrao.org](http://www.aacrao.org)*
- 2.2 Transfer Credit Articulation *Process of determining an individual course from an institutionally accredited college or university is equivalent to a current ECU course and creating a new equivalency.*
- 2.3 College-Level Course *Courses completed post-high school or earned while in high school at a post-secondary institution; non-developmental/remedial as identified by the institution's transcript key.*
- 2.4 Comprehensive Articulation Agreement (CAA) *The CAA is a statewide agreement governing the transfer of credits Agreement (CAA) between NC Community Colleges and UNC System universities, providing certain assurances to a transferring student.*
- 2.5 Comprehensive Articulation Agreement Transfer Course List *The Transfer Course list is a comprehensive list of courses that are guaranteed to transfer from North Carolina community colleges to UNC Universities. The list is designated by General Education, Pre-Major/Elective, and Universal General Education Transfer Component (UGETC) courses.*
- 2.6 Credit Eval (CE) *The area within the Office of the University Registrar responsible for transfer articulation & evaluation.*
- 2.7 Current Students *Students who are already enrolled at ECU and are choosing to take a course at another institution as a visiting student.*
- 2.8 Transfer Credit Evaluation *Process of Credit Eval staff applying already articulated course equivalencies onto a student's account based on the receipt of an official transcript.*
- 2.9 Final Transfer Credit Evaluation *A final official transfer credit evaluation is provided to students by the receiving UNC institution after a preliminary transfer credit evaluation and upon receipt of all final, updated transcripts from the student. This final transfer credit evaluation reflects transferable coursework accepted by the university from all official transcripts for courses that were not yet completed at the time of the student's application and when admission was offered.*
- 2.10 General Education *Foundational courses that offer a board exploration of a variety of subjects; these are usually 1000 & 2000 level courses, but ECU does have several 3000 level Gen Ed courses.*
- 2.11 General Education Curriculum *Any coursework published on the General Education curriculum page in the institution's University Catalog is required of all students and consists of the coursework from which the General Education Requirements are fulfilled.*
- 2.12 General Education Waiver *A waiver of any General Education coursework that a university might otherwise require. UNC System constituent institutions shall grant a General Education Waiver to every student transferring into their institution who has earned an AA or AS degree from a North Carolina community college as outlined by the Comprehensive Articulation Agreement. Additionally, a General Education Waiver is to be awarded to eligible students under the protections of other Uniform Articulation Agreements, as well as UNC to UNC transfer students who have completed General Education requirements at*

*another UNC institution and can be extended to other transfer students in qualifying situations determined by the receiving institution (I.E. bilateral/multilateral agreements, etc.)*

- 2.13 Institutionally Accredited *An institutional accreditation is when an entire college or university is accredited by a regional or national accreditation group; this approval shows the quality of education meets standards established by the accrediting body.*
- 2.14 New Students *A student who is an applicant or has been admitted to ECU but prior to the end of their semester is considered a new student for purposes of transcript submission.*
- 2.15 Official Transcript *An official transcript is sent directly from a student's previous institution to ECU, either electronically or through postal mail. These transcripts are sealed to ensure no tampering has taken place. Student submitted transcripts are unofficial.*
- 2.16 Preliminary Transfer Credit Evaluation *An initial official transfer credit evaluation provided to students by the receiving UNC institution that reflects transferable coursework completed by the student at the time of application and accepted by the university from all official transcripts received at the time admission is offered.*
- 2.17 TargetX *TargetX is the platform Undergraduate Admissions uses for student applications. Transcripts are usually uploaded into TargetX then moved to Banner via an overnight process.*
- 2.18 TES *Transfer Evaluation Service, or TES, is the CollegeSource software ECU uses to determine whether new course articulations can be created. All advisors and departmental contacts have a TES account.*
- 2.19 Universal General Education Transfer Component (UGETC) *A set of foundational courses at North Carolina community colleges that will meet certain general education requirements at all UNC institutions.*

### **3. ECU Responsibility per UNC Policy 400.1.5.3 [R]**

**Effective for incoming transfer students beginning Spring 2026, each constituent institution in the UNC System will have no more than 15 business days after offering admission and receiving all required official transcripts to review the transfer student's transcript(s), determine accurate transfer equivalency information, and notify the student of their transfer credit by providing a preliminary transfer credit evaluation.**

- 3.1 For transfer students with international transfer credit and/or those with 4 or more transcripts, universities will have no more than 30 business days after offering admission and receiving all required official transcripts to review the transfer student's transcript(s), determine accurate transfer equivalency information, and notify the student of their transfer credit by providing a preliminary transfer credit evaluation.
- 3.2 The timelines above apply to transfer students who have been admitted for the upcoming term.
- 3.2.1 For transfer students who apply and are admitted more than a semester in advance, universities are required to provide preliminary transfer credit evaluations to students no more than 15 business days after census of the term proceeding the term in which the student has been admitted.
- 3.2.1.1 *Example: A transfer student admitted during Spring 2026 for Fall 2026 would need their evaluation completed no later than 15 business days after the Summer 11 Week Term Census date.*
- 3.3 As written in 400.1.5.3 [R], equivalencies will be determined based on the AACRAO[1] recommendation that 70% of content should match to create an equivalency; no equivalency will be expected to have a 100% match.
- 3.3.1 "Content" here refers to the content of the course, not the course description.
- 3.3.2 If content match cannot be determined by course description alone, a syllabus may be requested.

- 3.3.2.1 Per UNCSCO, request of a syllabus does not grant additional time to evaluation completion. Syllabi must be requested and received within the 15-day window.
- 3.3.3 Judging of content is reliant on the department wherein the course is taught. This will be determined by faculty or designated contacts within the department.
- 3.4 Universities must provide transfer student and credit appeals procedure information to students with the results of transfer credit evaluations. Additional information about the Transfer Student and Credit Appeals Portal can be found in section IV.B.4 of [400.1.5.3\[R\]](#).
  - 3.4.1 ECU has a formal appeal form; the link for this form is supplied to students when they receive notification that a transcript has been evaluated.
- 3.5 Admitted transfer students shall have received their final transfer credit evaluations (reflecting coursework from official transcripts received by the university) no later than 24 hours prior to the end of the add/drop deadline of their first term of enrollment.
  - 3.5.1 This applies across all terms in the academic year.
  - 3.5.2 Transfer students who apply and are admitted within 15 business days of the add/drop deadline should receive timely notification of their transcript evaluation, understanding that it may not be possible to complete by the add/drop deadline.
  - 3.5.3 Universities will develop and deploy communication for admitted transfer students reminding them to submit updated official transcripts if coursework was in progress at the time of applying to help ensure students receive transfer credit for all eligible coursework.
  - 3.5.4 The purpose of this regulation is to ensure students do not increase their student debt, incur financial harm, or increase time to degree completion by registering and/or completing courses for which they have transfer credit.
- 3.6 Every three years, the CAA Transfer Course List ([found in the CAA](#)) must be reviewed by each constituent institution to ensure ongoing and consistent equivalency decisions.
  - 3.6.1 Credit Eval staff will disperse the CAA course list to the appropriate departments for their review. Should any equivalencies need to be added or removed, the responsible department will notify Credit Eval.
- 3.7 Constituent institutions will use the [NCCCS Combined Course Library](#) during this process to review course descriptions, learning outcomes, prerequisites, and co-requisites, and to establish appropriate equivalencies for CAA courses.
- 3.8 For every UGETC course on the CAA transfer course list, universities must award 1:1 equivalency, unless that course is not offered by the constituent institution.
  - 3.8.1 If a 1:1 equivalency cannot be created for any UGETC course, the responsible department will be required to submit explanation and documentation to the UNCSCO. The Office of the Registrar will submit the explanation and documentation on behalf of the department.
- 3.9 For pre-major/elective courses on the CAA Transfer Course List, 1:1 equivalency should be awarded if an equivalent course is offered at the constituent institution, using AACRAO's recommendation of 70% content match as the standard for review. If a pre-major/elective course is determined to not be an appropriate equivalent, justification must be submitted to the UNC System Office and will be recorded.
  - 3.9.1 Documentation, as in 3.8.1, will be submitted on the department's behalf to UNCSCO by the Office of the Registrar.
- 3.10 For other elective courses from any postsecondary institution, if the course is not offered at the constituent institution, elective credit may be awarded.
  - 3.10.1 Electives should be used sparingly, unless it is beneficial to the student.
  - 3.10.2 Constituent institutions should interpret this guidance as a means to decrease a student's time-to-

degree and the total cost of their education. There should be consideration given to differentiating between general electives and major electives.

3.10.3 The transferability of credit is important, but the applicability of that credit to a student's degree and timely graduation must be the primary motivator when reviewing equivalencies.

3.11 By the beginning of the Spring 2026 term, each constituent institution must clearly state their policy for thresholds and processes related to evaluating transfer student transcripts, including the timeline for reviewing transcripts and returning results to students. These policies must be approved by the institution's Board of Trustees.

3.11.1 This SOP will serve as ECU's submission to the UNCISO.

#### 4. Procedure for Evaluation

4.1 Students submit official transcripts from all previous colleges and universities attended.

4.1.1 Directions for submitting official transcripts are found on [ECU's Transfer Hub](#).

4.1.2 *New transfer students submit their transcripts directly to the Office of Undergraduate Admissions (UG) by postal mail or via email [admissions@ecu.edu](mailto:admissions@ecu.edu).*

4.1.3 *Current students submit their transcripts directly to Credit Eval (CE) in the Office of the University Registrar by postal mail or via email [crediteval@ecu.edu](mailto:crediteval@ecu.edu).*

4.2 New transcripts are uploaded to Target X by UG.

4.3 CE receives a daily report listing all new official transcripts that have been moved from Target X to Banner.

4.3.1 *There is a 24-hour delay in transcript reporting.*

4.4 CE evaluates the student's credits, organized by semester and institution attended, and inputs the student data into Banner.

4.4.1 *ECU staff have 15 business days to complete the input of a student's transfer credit, per the UNC Policy 400.1.5.3 [R]. As such, departmental reviewers are given 14 business days to complete any articulation reviews. This is to give time for the CE staff to input the credit for the student by the end of the 15<sup>th</sup> day.*

4.4.2 *If no previous articulation exists for a course, procedure for articulation (5.1) should be started.*

4.5 If no new articulations need to be made, the student's transfer credit evaluation is complete.

4.5.1 Admitted students can see their credit evaluation in PiratePort immediately, or in Degree Works within 24-48 hours.

4.5.2 For students that have not been admitted, they have access to their transfer credit evaluation through their admissions/application portal.

4.5.3 All students will be notified of the completion of both their preliminary and final transfer credit evaluations, including information to appeal processes.

#### 5. Procedure for Articulation

5.1 Determine the course type.

5.1.1 *Course is equivalent to a current ECU course already designated as General Education or Lower Level (1000-2000):*

5.1.1.1 To assist with speed of new articulations, CE will gladly assist in the articulation of any course equivalency where the transfer course is equivalent to an ECU course that is *already* labelled as a general education or lower-level, for which the course has already been labelled as such by ECU/GEIEC.

5.1.1.1.1 CE would not create new GE courses through articulation. Any course where a student believes they should receive general education designation must be submitted for review through GEIEC if it does not already transfer as a GE equivalent.

5.1.1.1.2 Departments wishing to split their articulation workload should supply CE with sample course syllabi, keywords, and red flags to look for when creating articulations on the department's behalf.

- 5.1.1.1.3 Departments are not required to split the articulation workload with CE.
- 5.1.2 *Course is an Upper-Level course:*
  - 5.1.2.1 Individual departments, schools, or colleges where an upper-level course is taught are responsible for the articulation of new upper-level courses.
- 5.2 All articulation requests are submitted through TES.
  - 5.2.1 *Every faculty/staff member that needs a TES account may request one via emailing [crediteval@ecu.edu](mailto:crediteval@ecu.edu).*
- 5.3 CE and any other ECU entity in charge of articulating a new course has a maximum of 15 business days to complete the articulation determination.
  - 5.3.1 *Any articulation not completed within 14 business days will risk putting ECU in violation of 400.1.5.3 [R], as CE will not have time to update the student's evaluation.*
  - 5.3.2 *This time frame is based on UNC Policy 400.1.5.3 [R] with an extra day to ensure the student's credits are input to Banner by the 15<sup>th</sup> day deadline.*
- 5.4 Once notified of an articulation decision, the responsible party (*CE or other entity*) will update the student's credits within 24-48 hours of notification; this must be completed by the 15-business day deadline per UNC Policy 400.1.5.3 [R].
  - 5.4.1 *Degree Works will update "overnight" reflecting the new articulation.*
  - 5.4.2 CE will notify the student of the change in their evaluation.

## 6. Articulation Standards

- 6.1 An equivalency, or new articulation, is created based on the following criteria.
  - 6.1.1 Every effort should be made to use the course description without asking a student to obtain a syllabus, to adhere to the spirit of 400.1.5.3 [R].
    - 6.1.1.1 Departments (i.e. faculty) are within their right to request a syllabus from a student, particularly for courses where a course description does not give enough information to make an articulation determination.
      - 6.1.1.1.1 If a department wishes to *always* request a syllabus for a course that is often difficult to determine articulation, CE should be notified of this request in order to give the student maximum time to supply the syllabus for review.
    - 6.1.1.2 If student is asked to obtain a syllabus, per UNC System Office (UNCSSO), the 14-business day timeframe still applies. For courses where a syllabus is not obtained within 14 business days, students may be left with elective credit instead of direct credit and will be eligible to file an appeal.
- 6.2 Equivalencies will be determined based on the AACRAO recommendation: 70% of content should match to create an equivalency; no equivalency will be expected to have a 100% match, per UNC Policy 400.1.5.3 [R].
  - 6.2.1 "Content" here refers to the content of the course, not the course description.
  - 6.2.2 If content match cannot be determined by course description alone, a syllabus may be requested.
    - 6.2.2.1 Per UNCSSO, request of a syllabus does not grant additional time to evaluation completion. Syllabi must be requested and received within the 15-day window.
  - 6.2.3 Judging of content is reliant on the department wherein the course is taught. This will be determined by faculty or designated contacts within the department.
- 6.3 *Attributes*
  - 6.3.1 General Education Course Attributes assigned to current ECU courses will be added to equivalent transfer courses where appropriate. Other attributes should be reviewed by the appropriate committee.

- 6.3.2 Academic or Faculty Advisors, on behalf of a transfer student, may submit documentation to the appropriate committee to review any transfer course where any attribute is not automatically granted.
  - 6.3.2.1 The Writing Intensive Attribute (WI) will only be added automatically to ENGL 1100 and 2201 equivalents. Any other equivalency where a student is seeking the WI attribute will need to submit documentation for review of their previous institution.