

Undergraduate & Graduate Transfer Credit & Document Policies (2024-2025) East Central University

Last Updated 6-05-2024 (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*
- **Documents Become ECU Property:** When submitted, all documents pertaining to prior coursework become the property of ECU. In accordance with FERPA guidelines, students will have the opportunity to review any and all documents retained within their permanent file. However, official documents, nor copies of official documents, will be provided back to the student. A more detailed version of this policy can be found at the end of this document. *Added to document 10-23-23*
- **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](#)
- **Incomplete Transcripts (includes "in-progress" courses):** Official transcripts with in-progress courses will be accepted. Those courses with final grades will be evaluated and transcribed to the ECU transcript per the policies contained herein. The student will be permitted to register for his/her first academic term at ECU. Thereafter however, the student will be blocked from further course registration until a final complete transcript is received. *Added to document 7-19-23*
- **Accepted Transfer Grades:** Effective 4-24-23, ECU will transcribe all grades from the official transfer transcript. This includes F, I and W-grades. This change was implemented upon policy clarification from Oklahoma State Regents for Higher Education (OSRHE). Between 9-6-22 and 4-23-23, ECU only transcribed transfer courses graded A, B, C, D, CR (credit) or P (passed). *Updated 7-19-23*
- **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*
- **Multiple Discipline General Education Requirements:** For general education requirements that must be satisfied by courses from multiple disciplines, qualifying transfer courses will be applied based on the subject prefix of the ECU equivalent course. For example, if a transfer course was originally completed under a chemistry prefix, but is granted equivalency with an ECU biology course, then credit toward a multi-discipline general education requirement will occur under the discipline of biology. For transfer courses with an ECU equivalency, course substitutions may not be used as an alternative means of applying credits toward general education requirements. *Added to Document 8-10-23*
- **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*
- **GPA Calculations & Transfer Credits:** Transfer credits will be calculated into the Grad-Retention and Overall Cumulative GPA values. *Added to document 5-15-24*
- **General Rules for which ECU Transcript, Undergraduate (UG) or Graduate (GR), Transfer Work is Transcribed:** *Add to document 6-05-24*
 - As a general rule, all transfer work must go on the corresponding ECU transcript (UG vs. GR). That is to say, all UG level transfer work is always transcribed to the ECU UG transcript. All GR level transfer work is always transcribed to the ECU GR transcript. If exceptions to this ever arise, you will hear directly from the Registrar or Associate Registrar. **READ THE RULES BELOW CAREFULLY FOR A FULL UNDERSTANDING.**
 - If a student has only an active ECU UG level academic record, you are looking to record UG transfer work to the ECU UG transcript. If there are any prior bachelor's or associate's degrees, you will record those. If a prior GR transcript is received, the work is not recorded because the student has not entered ECU with the purpose of pursuing a GR degree. If there is a prior master's degree earned, it should not be recorded in this case. If prior GR courses have been transcribed to another school's UG transcript, those GR courses are not automatically transcribed to the ECU UG 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 transcript.

- If a student has only an active ECU GR level academic record, you are looking to record GR level transfer work to the ECU GR transcript, as well as the student's prior Bachelor degree – i.e., not the bachelor level courses, but simply the Bachelor degree acknowledgement, which also goes on the ECU GR transcript. Importantly, GR work recorded on another schools UG transcript is not eligible to be transcribed to the ECU GR transcript. If the GR student has a bachelor's and associates, there is no need to record the associates – only the bachelors needs to be recorded on the ECU GR transcript.
 - If a student has both an active ECU GR level and UG level academic record, then you need to stop and investigate. Most likely you are dealing with a senior UG student at ECU, who although not yet having been awarded the bachelor degree, has been admitted to one of ECU's graduate programs (i.e., Classification S+). In such cases, unless specifically instructed otherwise, all UG transfer work will be transcribed to the ECU UG transcript, and any transfer GR work, if it exists, to the ECU GR transcript.
 - Prior ECU UG Student Not Awarded ECU UG Degree, Returns for GR Degree: The important factor here is the student is NOT returning to ECU to pursue a UG program. The student will not have an active UG level record. Therefore, the bachelor's degree earned from another (i.e., not ECU) school will be noted on the GR ECU transcript. The UG work earned from another school will not be transcribed to the ECU UG transcript – why – because the student is not pursuing an ECU UG degree program, recording the UG work would provide no value to the student and serve no purpose.
 - Special Approval for GR Work to Appear on ECU UG Transcript: Occasionally an academic dean may approve this exception. If approved, a notification must be submitted directly from the dean to the registrar. Once transcribed, the work cannot, under any circumstances, be later moved to the ECU GR transcript.
- **Credit for Prior Learning:** Below is the definition of Credit for Prior Learning (CLP) as defined by Oklahoma State Regents.
Updated 2-7-24

“**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.”

At ECU, students can receive credit for prior learning as demonstrated by:

- The College Board's College-Level Examination Program (CLEP; subject exams only)
- The College Board's Advanced Placement (AP) Exams
- ECU's Advanced Standing/Subject Examination Exams
- DANTES Exams (subject exams only)
- International Baccalaureate (IB) Exams
- American Council on Education (ACE) Transcripts
- Joint Services Transcript (JST; based on ACE recommendations)
- International Baccalaureate (IB)
- Council on Law Enforcement Education & Training (CLEET) – *see section below for more information*
- Challenge Portfolios (based on CAEL and LRC guidelines) – *see section below for more information*
- OSDE Non-Traditional Teacher Certification Boot Camp – *see section below for more information*

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

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

When applicable, 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.

CLEET – Credits Awarded for CLEET Certification – Updated 8-9-23

Official Documentation Requirements: Before credits can be transcribed at ECU a CLEET transcript must be received directly from CLEET. Students cannot submit the transcript themselves. Students can submit a request to CLEET by visiting the licensee portal and opting for their transcript to be sent to an external organization. Please direct CLEET to send your transcript to registrar@ecok.edu. CLEET requires a 10-day minimum turn around time to process the request. Any problems or concerns involving the request must be resolved directly with CLEET. ECU will not accept alternative documentation.

- Oklahoma CLEET certification awarded 2015 or later (27 credit hours)
 - CRJS 2453 Police Function
 - CRJS 3423 Introduction to Law Enforcement
 - CRJS 4293 Police Administration
 - CRJS 4333 Criminal Investigation I
 - CRJS 4343 Criminal Investigation II
 - CRJS P4946 Internship-Cops
 - CRJS P4946 Internship-Cops

- Oklahoma CLEET certification awarded prior to 2015 (credits determined by department)
 - Due to changes in CLEET requirements, certifications awarded prior to 2015 will be worth fewer credit hours. The appropriate credit hours will be determined by ECU's Department of Professional Programs & Human Services. Incoming students should consult with the department. The Collegiate Officer Program Director will submit a recommendation for credit hours to the Registrar.

Revoked or Suspended CLEET Certification: College credits are awarded for having earned a CLEET certification – not for having an active certification. For this reason, a revoked or suspended certification status will not prevent students from being awarded college credit in accordance with the policies stated above.

Challenge Portfolios – Added to Document 8-9-23

Departments that would like to create opportunities for students to challenge particular courses by portfolio (which may include an interview and/or skills demonstration) should:

- Notify their dean which courses they would like students to be able to challenge. Undergraduates can challenge up to 15 credits with a portfolio and graduate students can challenge up to 3.
- Provide eligibility requirements for students wishing to create a challenge portfolio for each course to the dean (for example, does the student need to have two years' work or volunteer experience at a social service agency, two years' experience in a position requiring written communication, etc.). Eligibility requirements are not meant to discourage students from creating a challenge portfolio, merely to ensure that they have the appropriate experience to be successful.
- Provide the dean with course level learning outcomes the student will need to demonstrate that they have mastered and department rubrics for assessing those learning outcomes.
- Provide two faculty members to assess the portfolio who will be compensated a modest amount for their work.

Students who would like to create a challenge portfolio must:

- Schedule a meeting with the college dean to determine whether they meet eligibility requirements and learn what they will need to do to create a challenge portfolio.

Each challenge portfolio must include:

- A title page with your name, contact information, ID number, major, and the course you are challenging.
- A table of contents.
- An autobiographical statement (three to five pages, double spaced) that includes your career goals and education plan.
- A critical reflection on what you have learned as you mastered the learning outcomes for the course (three to five pages, double spaced).
- A learning statement and supporting artifacts for each learning outcome. The learning statement may be from one to four pages double spaced. It must explain, specifically, how the student has met elements of the learning outcome and must indicate which level a student has met based on the rubric.
- A resume (if learning outcomes were met at a place of employment).

Portfolios must be professionally written and formatted using APA or MLA style. Students will be assessed a fee for submitting the portfolio. Unsuccessful portfolios may be revised and resubmitted up to two times at a reduced fee. If a portfolio challenge is successful, the student will work with the chair of the relevant department to attach the portfolio, along with the rubrics completed by the faculty evaluators, to Challenge Portfolio Etrieve Form.

Oklahoma State Department of Education (OSDE) Non-Traditional Teacher Certification “Boot Camp” – Added to Document 2-7-2024

The Oklahoma State Department of Education (OSDE) conducts a non-traditional route to certification program called “boot camp” in Special Education. Boot Camp includes 120 hours of instruction in the following required areas: 1) Introduction to Special Education, 2) Individualized Education Plan/Special Education Legal & Ethical Issues, 3) Behavioral Management, 4) Effective Teaching and Reading Strategies, and 5) Assessments. The second component consists of 30 hours of field experience.

The instructional and field experience hours required in Boot Camp correspond to the hourly requirements of a graduate course as 3 credit hours equal 150 minutes per week/16 weeks of the year for a total of 2,400 minutes (40 hours). The OSDE requirement of 150 hours equals 9 credit hours of East Central University coursework. The following courses and descriptions are common content equivalents to the OSDE Boot Camp. Some boot camp programs may vary in content. With the college dean's approval, alternative course equivalents may be awarded. The overall number of credit hours awarded will never exceed nine.

EDUC 5093 Identification of and Strategies for Students with Behavior Disorders (3 credits). This course will explore characteristics and IDEA procedures for identifying students with behavior disorders in educational settings. This course will also prepare those working with students to manage behavior in special and general education classrooms. Various theoretical approaches for managing group and individual behaviors and their relevant management strategies will be described, specific methods for identifying and documenting behavioral concerns (i.e. FBA's) and interventions for increasing appropriate behaviors and decreasing inappropriate behaviors (i.e. BIPS) will be discussed.

EDUC 5333 Legal Aspects of Special Education (3 Credits). This course will explore the legal aspects of Special Education including formulation of policies and procedures and program development. Emphasis will be given to individual rights, school responsibility and development of individualized education plans.

EDUC 5233 Survey of Teaching Reading (3 credits). This course surveys the reading process with an emphasis given to language development, word recognition skills, comprehension skills, and study skills. Psychological reading theory and various approaches to teaching reading are discussed with opportunities to manipulate reading materials.

Determination of course equivalency will be the responsibility of the Director of Special Education and the Dean of the College of Education and Psychology. Students requesting equivalency verification will submit documentation to these individuals.

- **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.
 - *ECU does not have a Course Waiver form. Students in this situation are encouraged to speak with the College Dean for their major program of study to pursue the waiver. Updated 6-5-24*
- **Document Become Property of ECU:** Upon admission to East Central University (ECU) all documents submitted become the property of ECU. Original official documents will not be returned to students. In accordance with FERPA (Family Education Rights & Privacy Act of 1974), the Records Office will allow students to view copies of documents retained as part of their permanent file. Photocopies of official documents will, however, not be allowed to leave the office. The policy applies to both domestic and international students. ECU students who transfer will likely be required to provide official copies of all college level transcripts to the receiving institution. Students who have earned less than 24 hours of college credit will likely also be required to provide an official copy of their high school transcript. Students are encouraged to become familiar with all relevant policies of the receiving institution before beginning the transfer process. The student is responsible for obtaining new official copies, and providing those documents to the receiving institution. Obtaining new official documents can take time. The length of time required for international students will likely vary depending upon the home country. Students are encouraged to plan ahead. All ECU students who consider transferring should first meet with their academic advisor. Transferring may or may not be the best option. ECU faculty and staff are willing to help students make the best decision to

obtain their educational goals. *Added to document 10-23-23*