

ELIZABETH CITY STATE UNIVERSITY
UNC Online Course Credits Policy

Preamble

Students admitted to an ECSU's undergraduate degree program who would like to take an online course at one of the 16 University of North Carolina System institutions can register for such course(s) through UNC Online which provides access to online courses from the 16 system campuses. Requests to take a course through UNC Online will be reviewed based on transfer policies and established equivalencies by respective departments. The following will apply for courses taken through UNC Online.

A. Eligibility

- i. Student must be currently enrolled degree-seeking part-time or full-time student, at ECSU during the semester when requesting permission for the fall or spring semesters.
- ii. Students must be in good academic standing. Students on academic warning, academic probation or on academic appeal of suspension or dismissal are NOT eligible to take a course(s) through the UNC Online program.
- iii. Students must enroll in credit bearing courses.
- iv. Students may not audit courses through UNC Online.
- v. Students must be eligible to earn credit at ECSU for the course(s) to be taken through UNC Online.

B. Registration

- i. Students may take 6 credit hours each for the fall or spring semesters. Students who register for a pair of linked courses may register for a maximum of 7 credit hours per semester.
- ii. Students total enrollment hours (at ECSU and the visited institution) should not exceed 18 credit hours for the fall or spring semester. Students requesting to enroll in more than 18 credit hours (at ECSU and the visited institution) during the fall or spring must complete the Permit for Excess Hours Form.
- iii. Students total enrollment for the summer terms shall not exceed 6 credit hours per term or per concurrent terms.
- iv. Students will be allowed a maximum of 24 credit hours through the UNC Online Exchange per undergraduate degree program. Students must meet residency requirements for graduation from ECSU.
- v. Students are responsible for ensuring all pre-requisites for the course being requested have been met.
- vi. Students may not enroll in equivalent courses through the UNC Online Exchange if the course is offered by ECSU in the same term. Students enrolled in an online degree program may enroll in courses at a participating institution if the course is not offered online at ECSU during the current semester. Exceptions to this restriction must be approved by the Provost/Vice Chancellor for Academic Affairs.
- vii. Students may not enroll in courses designated as Capstone programs at ECSU through

- the UNC Online Exchange.
- viii. Students may not take courses for which they already have credit at ECSU.
 - ix. Students may not repeat courses for grade forgiveness at the visited institution if they took the course at ECSU; however, they are allowed to repeat the courses at ECSU if they failed the course at the visited institution.
 - x. Credit from the visited institution will be considered transferable as long as a grade of C or better is earned in the course(s) taken at the visited institution. Please note: Transfer credit counts in a student's attempted and earned hours, but does not factor into the student's GPA.

C. Grades

- i. Student must comply with the Academic Integrity Code of ECSU and such codes applicable to UNC Online Exchange courses.
- ii. Student is responsible for resolving any scheduling issues such as time conflicts or exam schedules with his/her ECSU courses and ensure that the final grades are received by the registrar at ECSU as per the academic calendar to be considered for matriculation or graduation.
- iii. Students are required to complete and obtain all required signatures on the Permit for Transient Study Form prior to enrolling in any UNC Online Exchange courses.

D. Billing

- i. The home institution agrees to bill UNC Online students for the UNC Online courses at the established home institution's tuition rate.
- ii. There may be additional fees associated with online courses such as proctoring examinations and/or course materials. Students are responsible for paying all associated fees.
- iii. Students are responsible for obtaining any required textbooks or supplemental materials for the online course. The Textbook Rental Policy does not apply to UNC Online Exchange courses.

E. Academic Calendar

- i. Students are able to register for UNC Online courses during the registration period provided on the home and host institution's academic calendar.
- ii. Courses taken through the UNC Online Exchange are subject to the host institution's academic calendar, in which course start and end dates may not coincide with the home institutions calendar.
- iii. Grade submission dates are determined by the host institution. Students may not request that the host institution submit grades early.
- iv. Student is subject to the Drop/Add and Withdrawal policies of ECSU.

F. Denial of Request

ECSU reserves the right to review and deny any request, resulting in a cancellation of the enrollment. Reasons that may result in a request being denied include but are not limited to:

- i. Student does not meet the eligibility requirements stated in (A) above.

- ii. Course registrations are not satisfied as stated in (B) above.
- iii. Course enrollment will affect residency requirements for graduation. For example, a minimum of thirty (30) semester hours; a minimum of fifteen (15) semester hours in the major and (if applicable) nine (9) semester hours in the minor; and at least 25% of the credit hours required for the degree are taken at ECSU.
- iv. major and (if applicable) nine (9) semester hours in the minor; and at least 25% of the credit hours required for the degree are taken at ECSU.
- v. Course requested is not being used for progress toward degree completion.
- vi. Course is at maximum enrollment capacity.