

Steps for Requesting Transfer Work from another University

1. Request an official copy of your transcript be sent from the transfer university to ECU Graduate School. Either electronically to graduateschool@ecu.edu or by mail:
ECU Graduate School
521 Lancaster Ave.
Whitlock 310, CPO 68
Richmond, KY 40475-3168
2. Once the official transcript is received by the Graduate School, the office staff will forward a copy to the academic advisor or program coordinator.
3. Program advisor should review transcript for ECU equivalency and satisfactory grade(s).
*Only grades of “B” or better will be acceptable – no exceptions.
*Transfer University must be regionally accredited.
4. Advisor will submit an electronic exception through ECU DegreeWorks for the student.
5. Required Approval from Department Chair, College Dean and Graduate Dean before being sent to the Registrar’s office for processing.
6. Student can track approval process through ECU Direct.
*Student Services & Financial Aid Tab – Student Records, “View Program Waivers/Exceptions”
7. The Registrar’s office can take a few weeks before work is recorded and viewable on the audit due to large volumes during the semester. Students are prioritized according to their pending graduation term.