

### ***Transfer of Academic Credit Policy***

The initial evaluation of transfer credit will be completed on a course-by-course basis referencing the course title, course level, grade received, and/or supporting course descriptions. Courses required for the major, teaching field, area of emphasis, etc. may be initially accepted as elective credit by the Registrar's Office but will be modified once written approval is granted by the appropriate division or department chair. It is the responsibility of the student to provide the necessary evaluation forms and documentation (syllabus for each course in question) to the division or department chair for the petition review.

Credit transferred to Concord University from an in-state institution will have an additional level of evaluation based upon the Core Coursework Transfer Agreement (CCTA) - see Registrar's website for agreement details: <http://www.concord.edu/academics/registrar>

Students transferring credit from an out-of-state institution of higher education will be evaluated in a similar manner and the CCTA will serve as a reference document.

Any student denied specific course credit at the department/division level may petition the Academic Dean of Concord University to request a final review at the institutional level. If the appeal for course credit from an in-state institution is not granted by the Academic Dean, the student then has the right to appeal to the Joint Recommending Committee for Transfer and Articulation at the state level. Any in-state student wishing to utilize the final appeal process at the state level may contact the Registrar's Office for additional information and forms ([registrar@concord.edu](mailto:registrar@concord.edu) or phone 304-384-5236 or 5237).

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