



Transfer Credit Frequently Asked Questions (FAQ)

1. What are transfer credits?

Transfer credits are academic credits you previously earned at another nationally accredited institution that may apply toward your degree here. Credits from nationally accredited, international, or non-degree institutions may require additional review.

2. How do I know if my credits will transfer?

Once we receive your official transcripts, our evaluators review each course for equivalency. You can also view our [Transfer Equivalency System \(TES\)](#) to see if your school and courses are listed. If they are not, our evaluators will still need to review each course.

3. Is there a limit to the number of credits I can transfer?

Concord will transfer all your credits, although some may be open electives. However, a maximum of 72 hours is applicable toward the 120 hours required for graduation. A minimum of 36 credits must be completed at Concord University to meet residency requirements.

4. What is a general education (Gen Ed) class?

A Gen Ed class is a foundational course required for most undergraduate degrees (e.g., math, humanities, social sciences, natural sciences). You can review [Concord's General Education](#) requirements in our catalog.

5. How long does the transfer evaluation process take?

Typically, 2–4 weeks after receipt of all official documents.

6. My classes transferred as XXXX course subject or with a course number starting with a ' . What does that mean?

These designations mean your course transferred but does not match a specific course offered at our institution.

- **XXXX course subject** means we do not have an equivalent subject here at Concord. This course is an open elective course. Example: the original course is REL 100: Introduction to Religion would transfer to Concord as XXXX 100: Introduction to Religion.
- **' in front of course number = elective credit**
These credits fall under course subjects we offer, but Concord does not offer that specific course. These may be substituted for major requirements, general education, or open



electives. Example: the original course is MAR 250: Social Media Marketing would transfer in as MKT '250: Social Media Marketing.

7. Will my GPA transfer?

Yes, however, it may not remain exactly the same. Since Concord does not award +/- grades, your Concord GPA may differ slightly. Only institutional class are used to calculate academic standing.

8. What can I do if a course does not transfer as I thought it should?

If you believe a course meets a specific requirement, you may submit an appeal with a syllabus for review by our evaluation team. Please contact the Registrar's Office for more information.

9. How do I know what courses I need to take to finish my degree?

Your Degree Completion Plan will show remaining requirements and how transferred credits apply. Once you are fully enrolled, you will view this through Degree Works.

10. How do I submit my transcripts?

Transcripts must be sent directly from your previous institution(s) via secure electronic delivery or sealed physical mail. Contact the institution(s) for more information.

Need Assistance?

Contact our Registrar's Office:

📍 **Office Location:** *Marsh Hall, Room 202*

📞 **Phone:** *304-384-5142*

✉️ **Email:** *registrar@concord.edu*

🕒 **Office Hours:** *Monday-Friday from 8:00am – 4:00pm*