

Transfer of Academic Credit Policy

Concord University evaluates transfer credit on a **course-by-course basis**, considering the following criteria:

- **Course title**
- **Course level**
- **Course content**
- **Grade earned**

Courses required for a student's **major, teaching field, or area of emphasis** may initially be accepted as **elective credit** by the Registrar's Office. These credits may later be updated to **equivalencies or substitutions** upon **written approval** from the appropriate department chair.

Acceptable Sources of Transfer Credit

Credit may be accepted for transfer to **Concord University** from the following sources:

- **Nationally accredited institutions**
- **The American Council on Education (ACE)**
- **Army American Council on Education Registry Transcript Systems (AARTS)**
- **Sailor/Marine American Council on Education Registry Transcript (SMART)**
- **Other approved learning experiences** as recognized by **WVHEPC Title 133CSR59** and Concord University

Credit from sources **not listed above** must receive **special permission** prior to being transferred to Concord University.

Student Responsibilities

Students must submit **official transcripts** from each eligible transfer institution **promptly**. Delays in submission may result in **course repetition** or **scheduling conflicts**.

In-State Transfer Credit

Courses transferred from **West Virginia institutions** are subject to additional review under the **General Studies and Course Equivalency Transfer Agreement** established by the **West Virginia Higher Education Policy Commission (WVHEPC)**.

Per **West Virginia State Code**, courses that are **at least 70% similar** must be accepted as **equivalent** across state institutions.

Out-of-State Transfer Credit

Transfer credit from **out-of-state institutions** will be evaluated using the same criteria. The **WVHEPC Transfer Agreement** will serve as a **reference** during the evaluation process.

Appeals Process

Students with questions about their transfer credit evaluation should contact the **Registrar's Office**. Additional documentation, such as **course syllabi**, may be required for further review.

Residency Requirements

While Concord University accepts all eligible transfer coursework, the following **residency limits** apply toward degree completion:

- A maximum of **72 credit hours** may be applied toward the **120 semester hours** required for graduation.
 - A minimum of **56 credit hours** must be completed at a **baccalaureate institution**.
 - At least **36 credit hours** must be completed at **Concord University**.
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GPA Calculations

Concord University uses **whole letter grades** and does not record **plus (+) or minus (-) grades**, which may affect transfer GPA calculations. However, **transfer GPA** is not used in determining academic standing at Concord.

Student Classification

Students are classified based on the number of **semester hours successfully completed**:

- **Freshman:** 0–29 hours
- **Sophomore:** 30–59 hours
- **Junior:** 60–89 hours

- **Senior:** 90+ hours
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Transcript Notation of Transfer Coursework

- **Equivalent courses** will display Concord's subject code, course number, and title.
 - **Programmatic electives** will be noted with Concord's subject code, an apostrophe ('), and the original course number.
 - **Open electives** (courses in subjects not offered at Concord) will be listed with the subject code **XXXX** and the original course number.
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Revised Date

October 18, 2025