ADMISSION – UNDERGRADUATE

Freshman Admission

Academic Preparation

Concordia University reviews the whole person and their aptitude for academic, personal, and spiritual development to determine admissibility. High school and/or college grades, course content, test scores, essays, extra-curricular activities, and recommendations from teachers, counselors, and principals play an important part in the admission process. All applicants are reviewed according to these criteria without discrimination on the basis of race, age, national or ethnic origins, marital or financial status, disability, gender, sexual orientation or any other non-merit factor. Concordia University reserves the right to accept or deny students for academic and non-academic reasons based upon the admission review committee's determination of institutional fit and aptitude for success.

The best preparation for college is a solid academic foundation in high school. Concordia strongly recommends that applicants have taken the following: English (4 years), social studies (3), mathematics (3), science (3), foreign language (2), music-art (1), health-physical education (1), and computer applications.

Admission Criteria – Freshman

Concordia University offers an Early Action admission plan for Freshmen, with a deadline of November 15. After the Early Action period closes, Concordia uses a rolling admission process, reviewing applications in the order in which they are received. During rolling admission, an admission decision is generally made within two weeks of the completion of the application process. Application to Concordia University is available online at www.applytocu.com (http://www.applytocu.com). Also, Concordia University is part of the Common Application for Undergraduate Admission and accepts applications through their website found at www.commonapp.org (http://www.commonapp.org). High school graduates and college transfer students with fewer than 12 semester or 18 quarter credits may be eligible for freshmen admission, provided they fulfill and submit the following materials:

- **Application** – The undergraduate application for admission is available online at: www.applytocu.com (http://www.applytocu.com).
- **Transcripts** –
  - Applicants may submit official high school transcripts as early as the completion of their junior year.
  - Following high school graduation, the final official transcript must be submitted.
  - If the applicant has taken college-level coursework while in high school or after high school graduation, all official college transcripts must be sent to Concordia University in a sealed envelope.
- **Admission essay** – Applicants are required to submit one essay. There are three different options for fulfilling this requirement.
  a. Students may submit a written response to the admission essay question included in the online application process.
  b. Students may request the essay portion of the SAT exam to be used to fulfill this requirement.
  c. Students applying through the Common Application may use the common admission essay to fulfill this requirement.
- **Letters of Recommendation** – Applicants must submit two letters of recommendation (at least one teacher/professor recommendation). Letters of recommendation are confidential and not available to students. A letter of recommendation form can be found on the website.
- **Standardized tests scores** – The SAT or ACT may be taken to fulfill this requirement. Applicants may take standardized tests more than one time. The Office of Admission will accept the highest score on a given test for admission decision and merit scholarship.
- **GED students** – High school students completing their secondary education through a GED program must earn a passing score of 145 or above on all tests. GED students are eligible for academic merit scholarships and will need to meet with an admission counselor to convert GED scores for the purpose of determining merit eligibility. GED students must complete all other documentation required for admission.
- **Home-schooled students and students graduating from non-accredited high schools** – Applicants must submit official high school transcripts provided by the person responsible for instruction and completion of degree. Home-schooled students are eligible for academic merit scholarships and will need to meet with an admission counselor to assist in determining merit eligibility. All students must complete required documentation for admission.
- **Earning college credit while in high school** – Running Start (Washington residents), College Advantage, Early College Credit, College Now, and other high school programs allow students to earn college credit while attending high school. Students who are taking college-level courses as part of their high school diploma program may receive college transfer credit for courses completed. Students may still apply as freshmen for the purpose of receiving freshmen-level financial aid and scholarships. All transferable college-level coursework will be applied to their degree at Concordia University upon approval from the Office of the Registrar. Running Start students who complete their Washington transfer degree (Associate in Arts & Sciences - Direct Transfer Agreement [DTA]) will receive transfer credit for all CU general education requirements that are (a) non-major specific, (b) non-CU specific, (c) non-religion and (d) lower division courses. Applicants, who graduate from high school, then attend a community college or university and earn more than 12 semester credits, will need to apply to Concordia University as a transfer student. See the Transfer Student tab above for more information.
- **Math Placement Evaluation** – Entering students who have not completed their Concordia general education mathematics requirement must take Concordia’s Math Placement Evaluation, administered by the Math/Science Department. Students may take the online Math Placement Evaluation only one time. If a student chooses to dispute their evaluation results, they may request a supervised retake of the evaluation which will be administered by the Math & Science department. Students will be placed in Math courses at Concordia based on the Math & Science department's assessment of their transcripts and Math Placement Evaluation results.

Students applying to the nursing program must submit an essay on why they want to be a nurse.

Students applying to the Honors Program must submit an essay answering the prompt found in the current Honors Program (http://www.cu-portland.edu/admission/undergraduate/honors/how-apply-honors-program) Handbook.
Transfer Student Admission

General Transfer Policy

To students pursuing a first bachelor’s degree, the Office of Admissions awards transfer credit according to the guidelines discussed here. The Admissions Office and the Registrar reserve the right to accept or reject credits earned at other institutions of higher education. In general, it is University policy to accept credits earned at institutions fully accredited by their regional accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student’s degree program at Concordia University (CU). Exceptions are noted under Notable Restrictions on Transfer Credit and Courses Receiving No Credit.

Full-time students at Concordia who wish to take a course at another institution, to be applied toward graduation at Concordia University, must consult with the student’s advisor, in coordination with the Office of the Registrar, before enrolling in such courses. If students do not receive such input, these courses may not apply to Concordia University graduation requirements.

Admission Criteria – Transfer Student

Applicants with more than 12 semester or 18 quarter credits from an accredited college or university are considered transfer students. Transcripts are reviewed by the Registrar to confirm transferability of completed coursework. Concordia University uses a 2:3 ratio to translate quarter credits into semester credits. See the conversion chart below.

To receive admission, transfer students must fulfill and submit the following materials:

- Transcripts – Official transcripts of all completed and in-progress coursework from each college previously or currently attended.
- Letters of Recommendation – Applicants must submit two letters of recommendation (at least one teacher/professor recommendation). Letters of recommendation are confidential and not available to students. A letter of recommendation form can be found on the website.
- Math Placement Evaluation – Entering students who have not completed their Concordia general education mathematics requirement must take Concordia’s Math Placement Evaluation, administered by the Math/Science Department. It is highly recommended that transfer students who have only completed 100-level mathematics courses at a community college take the Math Placement Evaluation for proper placement in math courses. Students may take the online Math Placement Evaluation only one time. If a student chooses to dispute their evaluation results, they may request a supervised retake of the evaluation which will be administered by the Math & Science department. Students will be placed in Math courses at Concordia based on the Math & Science department’s assessment of their transcripts and Math Placement Evaluation results.

Freshman and transfer students may apply online for free. (This is limited to one time only). Go online to www.applytocu.com (http://www.applytocu.com).

Alternative Credit Options

College Credit Taken While in High School

Earning college credit earned through College Advantage, Early College Credit, College Now, BacPac, Running Start (State of Washington residents), and other similar college courses while attending high school is guided by the following parameters:

Students who are taking college level courses as part of their high school diploma program may receive college transfer credit for courses completed. Students may still apply as freshmen for the purposes of receiving freshmen-level financial aid and scholarships. All transferable college-level coursework will be applied to their degree at Concordia University upon approval from the Office of the Registrar. Running Start students will receive transfer credit for all CU General Education Requirements that are (a) non major specific, (b) non-CU specific, (c) non-religion, and (d) are lower division courses. Applicants, who graduate from high school, then attend a community college or university and earn more than 12 semester credits, will need to apply to Concordia University as a transfer student.

Advanced Placement (AP) / International Baccalaureate (IB)

Concordia University recognizes Advanced Placement (AP) and International Baccalaureate (IB) credit. The Office of the Registrar evaluates these for transfer purposes.

CLEP and other Credit by Exam

Concordia University grants a maximum of 45 credits from CLEP (https://clep.collegeboard.org) (College Level Examination Program). Information regarding minimum score requirements, allowable credits, and approved exams are available from the Office of the Registrar.

For credit by examination for independent study completed outside a formal educational setting, are also available from the Office of the Registrar.

Office of the Registrar: Email (preferred) registrar@cu-portland.edu or call 503-280-8510.

Military Credit

Concordia University recognizes that many service personnel have taken specialized training during their military careers in addition to their regular duty work. In some cases, specialized military training can translate into college credit and thus contribute toward degree completion. Concordia will transfer a maximum of 45 credits from military transcripts. Concordia will transfer a maximum of 45 credits combined between military and CLEP (see above).

Block Transfer of General Education Requirements

Concordia University recognizes the following Block Transfer Degrees as clearing all General Education Requirements except REL 401 and HUM 351.

- Associate of Arts Oregon Transfer (AAOT)
- Associate of Science Oregon Transfer for Business (ASOTB)
- The Washington Transfer Associate of Arts (WTAA) also known as the Direct Transfer Agreement (AA-DTA and AS-DTA)
- The California Associate of Arts Degree for Transfer or any associate’s degree if the Intersegmental General Education Transfer Curriculum (IGETC) requirements or the CSU General Education Breadth requirements have been met.

Students who have earned an approved transferable associate’s degree may need to complete prerequisite courses for their major. Students
will also have to complete the Admit To Major process for their desired program.

Students who hold an Associate Degree in Nursing are not admissible to the accelerated or traditional BSN program at Concordia.

Students who have a bachelor's degree from a regionally accredited or ABHE accredited college or university may pursue a second bachelor's degree at Concordia University in accordance with the University Requirements for earning a second bachelor's degree.

The Registrar will evaluate transcripts of transfer students bringing in other associate's degrees to determine satisfaction of Concordia University general education requirements and transfer level status. Please contact a Transfer Coordinator for more details about additional degree requirements.

**Class Rank**

A student's class rank is determined by the total number of credits awarded by CU or via transfer, not by the number of years of college study or by the completion of an associate's degree. The ranking is as follows:

- **Freshman** – A student who has earned 29.9 or fewer credits in courses numbered 100 or above
- **Sophomore** – A student who has earned 30-59.9 in courses numbered 100 or above
- **Junior** – A student who has earned 60-89.9 in courses numbered 100 or above
- **Senior** – A student who has earned 90 or more credits in courses numbered 100 or above

Satisfying CU graduation requirements depends not only on the number of semester credits completed—a minimum of 124 for most programs—but also on completing all College and major requirements. See specific program information for details.

**Transfer Credit Evaluation**

Determination of how and what credit will transfer to Concordia University from another institution is facilitated by the Office of the Registrar in consultation with College Deans, Department Chairs, and the faculty.

The information recorded on the transfer credit evaluation, including the transfer of credits and the transfer GPA, becomes part of the student’s permanent record at CU. If a student applies to an academic program with special admission requirements, transfer coursework and the transfer GPA will be considered.

The evaluation is not an official transcript. The official CU transcript that is sent out to other institutions includes the transfer GPA and a detailed listing of the transfer credit CU awarded. Transfer grades are not included in CU GPA although they do factor into the cumulative GPA.

**Credit Acceptance Standards**

- **Transferable credits intended to satisfy requirements in the student's academic program, other than general education credits, must be graded "C" or better.**
- **Credits that are 10 years old or older may fulfill pertinent course requirements, but will not be incorporated into the cumulative GPA.**

**Notable Restrictions on Academic Credit**

+++ See Addendum 2 to this catalog for clarification of the Transfer Credit Limit Policy.

**Transfer Credit Limit**

The University allows a maximum of 60 credits of lower-division transfer coursework to be applied toward a CU degree. Of the 124 credits required for graduation from the University (some majors require more than 124), a maximum of 60 lower-division transfer credits are allowed. Once a student is enrolled at CU, if the lower division credit exceeds 60, there will be a difference between the “total credits earned” and the “total credits allowed” under the Summary of Transfer Credit following the Transcript Analysis.

Additionally, a maximum of 60 total transfer credits are allowed toward the 124 credit total. The University-wide residence requirement states that 30 of the last 45 credits must be taken “in residence” while enrolled as a matriculated student. Therefore, a student transferring 135 or more credits must complete a minimum of 45 more credits in residence at CU.

**Out of Sequence Courses**

Credit is not awarded for prerequisite courses in mathematics or foreign languages completed after a more advanced course has been completed. For example, students will not be awarded credit for Spanish 102 if taken after Spanish 103.

**Courses Receiving No Credit**

Concordia University reserves the right to deny credit for courses that are not compatible with those offered in its baccalaureate degree programs. Some general categories of courses never receive transfer credit—or, in some instances, receive credit on a restricted basis only (see items marked with an asterisk in the list that follows). Examples of courses that receive no credit include:

- **Courses considered below college level (usually numbered below 100).**
- **Repeated course or courses with duplicate subject content.**
- **Coursework earned at an institution that did not hold at least candidacy status with its regional accrediting association when the coursework was taken.**
- **Mathematics courses considered below college level, including basic math, business math and beginning and intermediate algebra.**
- **Courses offered for non-credit continuing education units (CEU).**
- **Remedial English (for example, but not limited to: reading, vocabulary development, grammar, speed reading, or any courses that are preparatory to an institution’s Freshman Composition course).**
- **Courses providing instruction in English as a Second Language (100-level or above).**
- **Examinations offered by the College Level Placement Program (CLEP).**
- **Remedial courses in any academic discipline (100-level and above).**
- **Non-academic/vocational technical courses.**

For non-native speakers of English, up to 6 credits may be awarded for completion of all levels of an English Language School and a minimum score of 525 on the TOEFL-PBT exam.

**Appeal Procedure**

If some courses do not transfer and the student questions a decision, the student should consult the Office of the Registrar. Further appeal can be directed to the Office of the Provost.
Quarter vs. Semester Credits

Colleges and universities that operate on a semester system award semester credit. Concordia University awards semester credit. To convert quarter credits to semester credits, multiply the number of quarter credits by 0.67 as in this chart:

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<thead>
<tr>
<th>Quarter</th>
<th>Semester</th>
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<tbody>
<tr>
<td>5</td>
<td>3.350</td>
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<td>4</td>
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<tr>
<td>3</td>
<td>2.010</td>
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<td>2</td>
<td>1.340</td>
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<tr>
<td>1</td>
<td>0.670</td>
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</tbody>
</table>

Applying Transfer Credit to Degree Requirements

Before a student first registers for classes at Concordia University, they should meet with an academic adviser to plan a program of study. The advisor determines how the transfer credits shown on the transfer-credit evaluation may be used to meet CU degree requirements.

Residency Requirement

To earn a first or subsequent baccalaureate degree from Concordia, a student must complete 30 of the final 45 credits required for graduation as a matriculated student at Concordia University-Portland.

International Student Admission

General Information

International students are welcome to apply to Concordia University. Students from diverse backgrounds, perspectives, and cultures enhance the Concordia University community and individual classroom experience.

International students with academic records from non-U.S. academic institutions are evaluated individually. Admission is based on the University’s ability to equate the student’s academic records with that of U.S. grading standards. A student’s grade point average (GPA) does not transfer from international institutions into Concordia. However, a 2.5 GPA equivalency is required for admission into undergraduate programs.

An international applicant is a student who will enter or is in the United States on an F-1 student visa.

International Admission Criteria – Freshman Applicants

International applicants who have graduated from a secondary school, and who have earned fewer than 12 semester or 18 quarter credits from an accredited college or university, may be eligible for admission to Concordia University as a freshman, provided they have fulfilled the following minimum criteria:

- Transcripts
  - From high schools: Applicants may submit high school transcripts as early as the completion of their junior year; however, a copy of the final official transcript must be submitted following high school graduation.
  - From colleges: If the applicant has taken college-level course work outside of the United States while in high school or after high school graduation, all official college transcripts must be sent to a pre-approved transcript evaluation agency (https://www.cu-portland.edu/admission/admission-requirements/international-students/resources/transcript-evaluation-partners) and an evaluation report must be sent to Concordia’s Office of Admission.

- GPA: The required minimum cumulative GPA is 2.5. The submitted GPA may be weighted if the student has taken honors, AP, IB, or A-level courses.

- English Proficiency: A score which is no more than two years old from one of the following:
  - TOEFL (Test of English as a Foreign Language) minimum requirements:
    - 71 – Internet-based
    - 195 – Computer-based
    - 525 – Paper-based
  - IELTS (International English Language Testing System) minimum requirement: 6.0
  - ELS Language Centers (www.els.edu (http://www.els.edu)) – Successful completion of the final level

- NOTES:
  - Concordia’s TOEFL code is 4079
  - Freshman applicants attending an American high school, or citizens of countries where English is the native language are required to take the SAT-I or the ACT in lieu of the TOEFL. Minimum scores accepted are:
    - ACT – 18  [Concordia’s ACT code is 4079]
    - SAT-I Critical Reading section – 480  [Concordia’s SAT code is 3458]
  - Other testing may be acceptable or an English proficiency test score may be waived if a student attended their last two years of school in the United States, Canada (English-speaking provinces), the United Kingdom, Australia, New Zealand, Ireland, and/or South Africa. Contact the International Admission Office (internationalprograms@cu-portland.edu) for more information.

- Letters of Recommendation: Two (2) letters of recommendation from people who know the applicant’s academic record well (for example, a school teacher, Registrar, or Principal) and who is not related to the applicant.

- Admission essay: Applicants are required to submit one essay. There are three (3) options for fulfilling this requirement:
  - submit a written response to the admission essay question included in the online application process;
  - request the essay portion of the SAT exam be used to fulfill this requirement; or
  - when applying through the Common Application process, submit the response given for the common admission essay question.

International Admission Criteria – Transfer Applicants

International applicants with more than 12 semester or 18 quarter credits from an accredited college or university are generally considered transfer students. Concordia University is a semester-based university and uses a 2 to 3 ratio to translate quarter credits into semester credits. Transferable credits intended to satisfy requirements in the student’s academic program, other than general education credits, must be graded “C” or better. Credits earned at an international institution may fulfill pertinent course requirements but will not be incorporated into the cumulative GPA.

To receive admission, international transfer applicants must fulfill the following minimum criteria:

Quarter to Semester Credit Conversion Chart

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<td>3</td>
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</tbody>
</table>
Applicants must also:

• From Non-U.S. Institutions: All official college transcripts from institutions outside the United States must be sent to a pre-approved transcript evaluation agency (https://www.cu-portland.edu/admission/admission-requirements/international-students/resources/transcript-evaluation-partners) and an evaluation report must be sent to Concordia’s Office of Admission for review.

• From U.S. Institutions: All official college transcripts from U.S. institutions must be sent to Concordia’s Office of Admission. They will be reviewed by Concordia’s Office of the Registrar to confirm transferability of completed coursework.

• GPA: The required minimum cumulative GPA is 2.5.

• English Proficiency: A score which is no more than two years old from one of the following:
  • TOEFL (Test of English as a Foreign Language) minimum requirements:
    • 71 – Internet-based
    • 195 – Computer-based
    • 525 – Paper-based
  • IELTS (International English Language Testing System) minimum requirement: 6.0
  • A cumulative GPA of 2.5 in freshman English composition courses equivalent to Concordia University’s WR 121
  • ELS Language Centers (www.els.edu) – Successful completion of the final level

• NOTES:
  • Concordia’s TOEFL code is 4079
  • Other testing may be acceptable or an English proficiency test score may be waived if a student attended their last two years of school in the United States, Canada (English-speaking provinces), the United Kingdom, Australia, New Zealand, Ireland, and/or South Africa. Contact the International Admission Office (internationalprograms@cu-portland.edu) for more information.

• Recommendations: Two (2) letters of recommendation

• Admission Essay: An essay of approximately 500 words stating purpose of study

Students transferring a student visa from another school within the U.S. must submit copies of:

• a completed International Student Transfer Recommendation Form
• the student’s current I-20

International Undergraduate Application Process

The above stated criteria for admission as Freshman Applicants or Transfer Applicants must be met. Additionally, international applicants must also:

• Complete and submit the Certificate of Immunization form (required by Oregon state law). Students will not be allowed to attend classes if the form has not been received by Health Services.
• Complete and submit the Health History Form.
• Provide proof of health and repatriation insurance (must be submitted before starting classes)

To receive an I-20, an international student must submit the following:

• A International Statement of Financial Guarantee form, completed by the student or student’s financial sponsor, and supporting bank statements, dated within 6 months of the program start date, showing that there are sufficient funds to pay for tuition, fees, and living expenses for one academic year.
• A copy of the picture and registration page of the student’s passport.\(^1\)

\(^1\) For students bringing dependents to the U.S., a copy of each dependent’s passport and proof of financial support must also be received.

International Undergraduate Admission Decision

Upon receipt of the above documents, the candidate for admission will be considered for acceptance. Upon acceptance to the University, a non-refundable deposit of 300 USD is required for enrollment confirmation. Upon registration, the fee will be applied to the student’s tuition account.

Note: Application materials submitted during the admissions process such as letters of intent, essays, and scholarly writing samples may be used for institutional assessment and accreditation purposes.

Concordia’s Institution Codes for Standardized Tests

• ACT – 3458
• SAT – 4079
• TOEFL – 4079

Other Admission Processes

• Non-matriculating Students
• Re-Admission to Concordia University

Non-matriculating Students

Students who do not wish to pursue a degree but are interested in taking courses must complete the online application (https://www.cu-portland.edu/your-higher-education-journey-starts-here-apply-now) as a non-matriculating student. Non-degree students must demonstrate sufficient academic qualifications and required degree level for the courses for which they wish to register and course prerequisites must be satisfied as stated in the catalog. No more than nine credits may be taken per term and undergraduate registration is through the Office of the Registrar (registrar@cu-portland.edu) (graduate registration is done in the Department). Once a student desires to pursue a degree, the full application process must be completed. Payment for courses is due at time of registration.

Re-Admission to Concordia University

• Undergraduate students who were in good academic standing when they left Concordia may resume their studies in the following way:
  • Students who wish to return within one academic year (three terms) may contact the advising office to re-enroll and continue their previous academic roadmap.
  • Students who have been absent for one academic year (three terms) or more must complete the online application for admission, and will be subject to any changes in admission requirements, program requirements, and tuition increases. Institutional scholarships, Concordia Grants, and Concordia Merit Awards at the time of initial admission are subject to change upon re-admission.
• Students who were academically dismissed from Concordia and wish to resume their education should obtain instructions by contacting the Scholastic Standards Committee at: ssc@cu-portland.edu.
If re-admitted, the student will be placed on academic probation until the minimum GPA requirements are met for the program they are entering. All re-admitted undergraduate students may take a maximum of 12 credits during the first term of re-admittance.

All students must submit official transcripts for any coursework taken at other institutions during their absence.

All students will be notified electronically or in writing of their re-admission status.

All previous course work at Concordia University remains part of the permanent record for students who have been re-admitted, and the cumulative GPA includes all prior grades.

Contact Information

**Concordia’s Office of Admission**

Phone: 503-280-8501 or toll free at 1-800-321-9371  
Email: admission@cu-portland.edu  
Fax: 503-280-8531  
Mailing Address: 2811 NE Holman Street, Portland, OR 97211  
Physical Location: Concordia House - First Floor  
Website: [https://www.cu-portland.edu/admission](https://www.cu-portland.edu/admission)

Submission of Application Material:

1. Please be sure the first and last names of the applicant appear on all application materials.
2. Concordia must receive ALL items from the applicant before the application will be considered for review, including transcripts.
3. Materials may be submitted (preferably in one packet) using one of the following methods:
   a. Scan and email to applicationmaterials@cu-portland.edu
   b. Fax to 503-280-8531
   c. Mail to:  
      Office of Admission  
      Concordia University  
      2811 NE Holman Street  
      Portland, OR 97211

**NOTE:** Application materials submitted during the admission process such as letters of intent, essays, and scholarly writing samples may be used for institutional assessment and accreditation purposes.