



## **Credit for Prior Learning**

**OIT-13-013**

**Page 2**

---

Admitted transfer students must submit official transcripts at least one term prior to enrollment to ensure timely evaluation of transfer credits.

### **Determination of Transfer Credit**

The Oregon Tech Registrar's Office determines the transfer equivalency of general-education courses using articulation agreements, course descriptions, course outlines, and course syllabi. The Registrar's Office also determines the transfer equivalency for technical or major courses using similar resources.

### **Applicability of Transfer Credit**

Oregon Tech provides a complete, written transfer evaluation upon the admission of the student, prior to the planned term of enrollment. The evaluation delineates the transfer credit on a course-by-course basis and specifies direct course equivalencies, courses which may be used towards general-education requirements, elective credits and courses which do not receive credit.

At the time of the student's written transfer evaluation may include elective credits that do not apply towards a specific degree. These credits will be recorded as transfer credit for registration purposes, allowing the student an earlier registration appointment based on total earned credit hours.

Some transfer work, which may not be directly equivalent to Oregon Tech courses, may be appropriately substituted to meet Oregon Tech requirements. Students may seek course substitution approval by completing the Course Waiver/Substitution form and obtaining the signature of the advisor, department chair and Registrar.

### **Credit for Alternative-Delivery Courses**

Courses taken by alternative delivery from other accredited institutions will be evaluated as transfer credit.

### **Minimum Grade Standards**

Oregon Tech considers for transfer those courses that carry a grade of D or better from an accredited institution. However, many Oregon Tech departments require C or better course grades for prerequisite and graduation purposes.

### **Pre-College Level Transfer Credit**

Oregon Tech does not accept for transfer credit courses that are considered pre-college or vocational. Oregon Tech determines the level and nature of the course by examining the catalog description and course-numbering system.

### **Pre-Approval of Transfer Credit**

Oregon Tech students who plan to enroll at other institutions during the summer or to complete coursework for the degree *in absentia* are encouraged to obtain written pre-approval of transfer credit to ensure transfer equivalency for degree purposes.

**B. Military Credit**

Oregon Tech will grant credit for military courses and experiences based on American



learning for more than one required course since, typically, credit by portfolio replaces a series of major specific courses.

**Procedure**

Students seeking credit by portfolio should first confer with their advisor and the appropriate department to help assess if their experience and learning qualify for this process. If it is determined that portfolio assessment is appropriate, the student should contact the Registrar.

The Registrar will determine whether the student has met the eligibility requirements outlined in this policy. If so, the Registrar and the Department Chair will sign the

The student will submit his/her Credit by Portfolio Application and completed portfolio to the appropriate Department(s). If the portfolio includes multiple content areas, then copies of the portfolio and form need to go to each content department. The appropriate faculty evaluator(s) as determined by the department chair(s) will have access to this

area.

The faculty evaluator(s)

t

**Awarding of Credit**

credit by portfolio. If the student successfully demonstrates evidence of college-level credit by portfolio. This credit will not be graded or counted in the student's cumulative grade-point average. Students wishing to appeal the award of credit should appeal the decision to the appropriate College Dean, whose decision is final.

**Tuition and Fees**

Fees charged for portfolio assessment are based on the services performed. The application fee for a specified course is published by the Office of Business Affairs. This non-refundable fee must be paid prior to submitting the portfolio for assessment. Proof of payment must accompany the application.

**Faculty Evaluator Qualifications**

Credit is awarded based on the recommendation of teaching faculty who are qualified in the subject area, who have adequate training in portfolio evaluation, and who are on regular appointment with the university on a continuing basis.

Recommended by:

Faculty Senate: June 6, 2017

Approved: \_\_\_\_\_



Nagi G. Naganathan, President

Date: \_\_\_\_\_ November 13, 2017 \_\_\_\_\_