

# OREGON INSTITUTE OF TECHNOLOGY

## Credit for Prior Learning OIT-13-013

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Credit for prior learning by a student admitted to Oregon Institute of Technology (Oregon Tech) may be granted through a number of independent processes. The procedures used to grant the student appropriate academic credit are as follows.

### I. Transcribed Credit

Transcribed credit is awarded through the following means A) Transfer Credit; B) Military Credit; C) College Level Examination Programs (CLEP) and Advanced Placement credit (AP); and D) International Baccalaureate (IB).

#### A. Transfer Credit

Oregon Tech makes every effort to give maximum consideration to the transfer work presented by enrolling students. To ensure that the student has the requisite knowledge, Oregon Tech follows these policies in determining credit:

##### **Accreditation Status of Institution**

The institution where the transfer credit was earned must be accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA).

Students transferring work from an institution that is not accredited by a CHEA-recognized accrediting body may receive transfer credit by 1) demonstrating prior experiential learning with a portfolio, 2) applying for credit after demonstrating competencies in advanced coursework in the same subject area or 3) challenging courses by exam.

##### **International Institutions**

Students seeking transfer credit from international institutions must provide Oregon Tech with a credential evaluation from an Oregon Tech-approved credential evaluation service. Credential evaluation information may be obtained from the Office of Admissions. The credential evaluation must include course titles, credits and grades. Students must also provide course descriptions in English from the international institution. Any associated costs are the responsibility of the student.

##### **Official Transcripts**

Prior to the formal awarding of transfer credit, the transfer student must provide an official transcript of coursework completed at all other higher education institutions. Failure to list all colleges attended on the Application for Admission may result in denial of admission or transfer credit.

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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 student's major department 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 admission, Oregon Tech'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 of the student's prior college.

### **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 Council of Education (ACE) guidelines (found in the *Guide to the Evaluation of Educational Experience in the Armed Forces*) and faculty recommendations. Credit is awarded in accordance with transfer credit policies at Oregon Tech. Students may request evaluation of military credit by furnishing an official Joint Services Transcript (JST) or Sailor Marine American Council on Education Registry Transcript (SMART).

## **C. College-Level Examination Programs and Advanced Placement Credit:**

### **College Level Examination Program (CLEP)**

Oregon Tech will award credit for several college-level examination programs. These examinations must be completed with a satisfactory score and an original copy of test results must be forwarded to the Registrars Office from the testing service. In order to receive such credit, the student must be admitted to an Oregon Tech degree program and registered for classes during the quarter in which the request is made. Oregon Tech awards credit for College-Level Examination Program (CLEP) *subject* examinations, but not for CLEP *general* examinations. Information on CLEP course equivalencies and minimum scores may be obtained from the Oregon Tech Registrar's Office website.

### **Advanced Placement (AP)**

Students who complete college-level work in high school under the Advanced Placement (AP) program must achieve a minimum score of three to be granted credit on their Oregon Tech transcript. AP course equivalences are listed on the Registrar's Office website.

A maximum of 25 percent of the credits used toward the degree may be CLEP and AP.

## **D. International Baccalaureate**

Oregon Tech evaluates IB test scores much in the same way it evaluates AP scores. Students must have official test scores sent to the Office of Admissions. Oregon Tech may award credit to students who receive a 5 or higher on any Higher Level IB examination. No credit is awarded for Subsidiary Level exams.

## **II. Credit for Prior Experiential Learning**

Credit for prior experiential learning is awarded through the following means

A) Credit for National Registry or Licensure Exams; B) Credit by Examination; and C) Credit by Portfolio. These categories are for credit that is awarded for educational accomplishments attained outside of accredited post-secondary institutions.

No more than 25 percent of the credits needed for a degree or certificate may be from credit for Prior Experiential Learning.

**A. Credit for National Registry or Licensure Exams**

In accordance with NWCCU's Standard 2.C.8, Oregon Tech will award a pre-approved block of credit (up to 50%) to fully admitted and enrolled students who have passed a national registry or licensure exam in majors offered by the institution. Full information is maintained in the Registrar's Office and in the Office of Online Learning, which coordinates on-line degree completion programs offered by Oregon Tech.

**B. Credit by Examination**

Students currently enrolled at Oregon Tech may request credit for a course by special examination. This process is called a course challenge and the provisions are:

1. Credit by examination (course challenge) is available to students who are fully admitted in degree-granting programs.
2. Students may not challenge a course which they have previously taken for credit and received a grade other than an audit, nor may they challenge the same course more than once. If students register for a course they wish to challenge, they must drop and challenge the course before the last day to drop without a record.
3. Credit by examination counts toward graduation residency requirements.
4. Examinations receive either a P (pass) or NP (no pass). A pass suggests the student has mastered the material comparable to a grade of C or better in the course being challenged. The Registrar records P grades on the student transcript, but does not count the P in grade-point-average calculations. The Registrar does not record NP grades.
5. Students must pay a non-refundable per-credit fee, as published by the Office of Business Affairs, prior to the examination.
6. Departments are responsible for preparing an appropriate assessment process. The Department is also responsible for evaluating the student's response and submitting results to the Registrar's Office. Departments reserve the right to declare any course offering as non-challengeable.

Further procedures and general guidelines for course challenges may be obtained from the Registrar's Office.

**C. Credit by Portfolio**

Oregon Institute of Technology recognizes that students learn outside the classroom through experiences on the job, vocational education, professional development courses, workshops, and independent study. Oregon Tech may grant credit by portfolio when the evidence provided is judged to be equivalent to college-level courses in the Oregon Tech curriculum. This process is appropriate primarily for students who wish to demonstrate

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 student's Credit by Portfolio Application.

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 portfolio. Credit will be granted only for courses within a department's specific content area.

The faculty evaluator(s) will review the portfolio and if necessary will interview the student. Review of the portfolio will ensure that the learning experience demonstrates the theories, competencies, and outcomes of the academic subject matter. When appropriate, the faculty evaluator(s) may choose to consult with others who have expertise in the subject matter before making a decision as to whether or not to grant credit. The final decision is recorded on the student's Credit by Portfolio Application and will be forwarded to the Registrar. The Credit by Portfolio Application will be included in the student's permanent academic record. The portfolio will be retained in accordance with Oregon Tech's Archives and Record Management guidelines.

**Level of Credit**

Oregon Tech grants credit by portfolio at the undergraduate level only. Credit will be awarded only for documented prior learning that has a balance, appropriate to the subject, between theory and practical application, and not just for prior experience. Credit should be appropriate to the academic context in which it is accepted.

**Eligibility Requirements**

The student must be fully admitted and enrolled at Oregon Tech. Credit will not be granted until the student has successfully completed the procedure outlined in this policy.

Credit by portfolio will not be granted if the student has already received credit for the same course. Credit may only be granted for courses offered by Oregon Tech and the university reserves the right to declare any course offering as inappropriate for credit by portfolio.

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### Awarding of Credit

Completion of the institution's review process does not guarantee a student will receive credit by portfolio. If the student successfully demonstrates evidence of college-level learning, credit will be identified on the student's transcript as credit by portfolio. This credit will not be graded or counted in the student's 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 student's Credit by Portfolio Application.

### Faculty Evaluator Qualifications

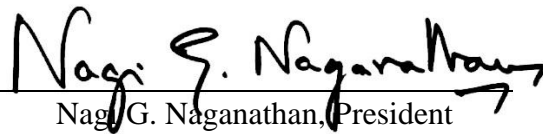
Credit is awarded based on the recommendation of teaching faculty who are qualified in the subject area, who have adequate training in portfolio evaluation, and who are on regular appointment with the university on a continuing basis.

Recommended by:

Faculty Senate: June 6, 2017

President's Council: November 9, 2017

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

  
Nagi G. Naganathan, President

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