Credit for prior learning by a student admitted to OIT may be granted through a number of independent processes. These include: A) Transfer Credit; B) Military Credit; C) College Level Examination Programs (CLEP) and Advanced Placement credit (AP); D) Credit for National Registry or Licensure Exams; E) Credit by Examination; and F) Credit for Prior Experiential Learning. A number of these categories are for credit that is awarded for educational accomplishments attained outside of accredited post-secondary institutions.

These procedures describe the process used to grant the student appropriate academic credit by each of these methods as follows.

A. Transfer Credit

OIT makes every effort to give maximum consideration to the transfer work presented by enrolling students. To ensure that the student has the requisite knowledge, OIT 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 (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 OIT with a credential evaluation from an OIT-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.
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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.

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 OIT 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
OIT 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, OIT’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 OIT courses, may be appropriately substituted to meet OIT 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
OIT considers for transfer those courses that carry a grade of D or better from an accredited institution. However, many OIT departments require C or better course grades for prerequisite and graduation purposes.
Pre-College Level Transfer Credit
OIT does not accept for transfer credit courses that are considered pre-college or vocational. OIT 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
OIT 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

OIT 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 OIT and the Oregon University System. Students may request evaluation of military credit by furnishing an official AARTS or SMART transcript.

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

College Level Examination Program (CLEP)
OIT 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 OIT degree program and registered for classes during the quarter in which the request is made. OIT 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 OIT Registrar’s Office.

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 OIT transcript. AP course equivalences are listed in the General Catalog or may be obtained from the Office of Admissions or Registrar’s Office.

A maximum of 25 percent of the credits used toward the degree may be CLEP and AP.
International Baccalaureate
Credit for International Baccalaureate courses are under review. Please see the Registrar’s Office for further information.

D. Credit for National Registry or Licensure Exams

OIT will award a pre-approved block of credit to fully admitted and enrolled students who have passed a national registry or licensure exam in majors offered by the institution. This award of credit is based on the academic department’s annual review of the national exam questions in comparison to the curriculum taught on campus. Full information is maintained in the Registrar’s Office and in the Office of Distance Education, which coordinates on-line degree completion programs offered by OIT.

E. Credit by Examination

Students currently enrolled at OIT 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. No more than 25 percent of the credits submitted for graduation may be credit by examination.
4. Credit by examination counts toward graduation residency requirements. For a bachelor’s degree, students must complete 45 credits at OIT with the last 15 to be taken on campus. For the associate’s degree, students must complete 30 credits with the last 15 to be taken on campus.
5. Examinations receive either a P (pass) or F (fail). 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 F grades.
6. Students must pay a non-refundable per-credit fee, as published by the Office of Business Affairs, prior to the examination.
7. Departments are responsible for preparing an appropriate examination, 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.

F. Credit for Prior Experiential Learning

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. OIT may grant credit for experiential learning when it is judged to be equivalent to college-level courses in the OIT curriculum. This process is only appropriate for students who wish to demonstrate learning for more than one required course. Typically, credit for experiential learning will replace a series of major specific courses.

Level of Credit
OIT grants credit for prior experiential learning 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 OIT. Credit will not be granted until the student has successfully completed the procedure outlined in this policy.

Credit for prior experiential learning will not be granted if the student has already received credit for the same course. No more than 25 percent of the credits needed for a degree or certificate may be from credit for prior experiential learning. Credit may only be granted for courses offered by OIT and the university reserves the right to declare any course offering as inappropriate for prior experiential learning credit.

Awarding of Credit
Completion of the institution’s review process does not guarantee a student will receive credit for prior experiential learning. If the student successfully demonstrates evidence of college-level learning, credit will be identified on the student’s transcript as credit for prior learning. 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 Associate Provost, 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 for Prior Experiential Learning Application.

**Transfer of Prior Experiential Learning Credit**
OIT accepts credit for prior learning from other institutions, provided that the transfer institution awards such credit on the basis of standards similar to those outlined by the Northwest Commission on Colleges and Universities (NWCCU).

**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. Faculty evaluators will receive a stipend based on services performed.

**Procedure**
Students seeking credit for prior experiential learning should first confer with their advisor to help assess if their experience and learning are appropriate for this process. If it is determined that experiential learning 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 for Prior Experiential Learning Application.

The student must then complete a prior experiential learning documentation course. This course may be utilized for curricular requirements by the major department if appropriate.

Upon completion of the documentation course, the student will submit his/her Credit for Prior Experiential Learning Application and completed portfolio to the appropriate faculty evaluator as determined by the department chair. The faculty member 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 member 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 for Prior Experiential Learning Application and will be forwarded to the Registrar. The Credit for Prior Experiential Learning Application will be included in the student’s permanent academic record. The portfolio will be retained in accordance with OIT’s archive guidelines.

Recommended by:
Faculty Senate – 3/6/07
President’s Council – 4/18/07

Approved: ____________________________
Martha Anne Dow, President

Date: ________________________________
June 13, 2007