

OREGON INSTITUTE OF TECHNOLOGY

Transfer of Credits OIT-13-011

OIT makes every effort to give maximum consideration to the transfer work presented by students coming to OIT. In order to ensure that the student has the requisite knowledge in OIT's subject areas, 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 that is 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 course work 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 applications may be obtained from the Director of International Student Services or the Registrar. The credential evaluation must include course titles, credits, and grades. Students must also provide course descriptions in English from the foreign institution.

Official Transcripts

Prior to the formal awarding of transfer credit, the transfer student must provide an official transcript of course work 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, class syllabi, ACE guides for military credit, and faculty recommendations. 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.

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.

Catalog of Graduation

The student must meet all degree requirements from one OIT catalog. The catalog may be chosen from the year the student is first admitted and enrolled at OIT or from any subsequent year. However, at the time of graduation all students, including transfer students, must use a catalog that is not more than seven years old.

Transfer students may select their catalog of graduation prior to full admission to OIT by obtaining written approval from their OIT major department and the Registrar. The agreed-upon catalog will be the one a student uses when he/she transfers to OIT. Students must enroll at OIT within two years of this approval.

Departments periodically review their curriculum for technical currency. As a result, significant program changes may occur. Courses previously required in the curriculum may no longer be offered. The major department will provide a transition plan for students to fulfill degree requirements.

Programs discontinued by the college may have specific entrance and graduation limits that override this policy.

Baccalaureate Upper Division Credit Requirement

Baccalaureate students must complete a minimum of 60 credits of upper-division work before a degree will be awarded. Upper-division work is defined as 300- and 400-level classes at a bachelor's degree granting institution.

College Level Examination Programs

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 Registrar's 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. A maximum of 25 percent of the credits used toward the degree may be CLEP and 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. Information on AP course equivalencies may be obtained from the OIT Registrar's Office.

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.

Credit for Prior Learning

OIT awards credit for educational accomplishments attained outside of accredited postsecondary institutions. For further information regarding this type of credit, students

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may consult OIT's Credit by Examination policy or its Credit for Prior Learning policy, both of which may be obtained from the OIT Registrar's Office.

Credit for Alternative Delivery Courses

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

Pre-Approval of Transfer Credit

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

Recommended:

Faculty Senate – June 4, 1998
President's Council – June 9, 1998

Approved: Martha Anne Dow
Martha Anne Dow, Interim President

Date: June 12, 1998