

# **OREGON INSTITUTE OF TECHNOLOGY**

## **Credit for Prior Learning**

### **OIT-13-013**

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Oregon Institute of Technology recognizes that students learn outside the classroom through experiences on the job, vocational or occupational education, professional development courses and workshops, and independent study. OIT grants credit for learning, which is judged to be equivalent to college-level courses in the OIT curriculum.

#### Level of Credit

OIT grants credit for prior learning at the undergraduate level only.

#### Credit Limitations

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

#### Eligibility Requirements

The student must be fully admitted and enrolled at OIT and the student must also have completed at least 12 OIT credits with a minimum cumulative grade point average of 2.00. Credit will be granted once the student has successfully completed the procedure outlined in this policy.

#### Awarding of Credit

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.

#### Tuition and Fees

The Extended Studies Department offers the Prior Learning Portfolio course at regular tuition rates. The application fee for a specified course is based on the current course challenge fee.

#### Transfer of Prior 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 Association of Schools and Colleges.

### Faculty Qualifications

Credit is awarded based on the recommendation of teaching faculty who are qualified in the subject area and who are on regular appointment with the college on a continuing basis.

### Procedure

Students seeking credit for prior learning should direct initial inquiries to the Registrar. The Registrar determines whether the student has met the previously outlined eligibility requirements. If so, the Registrar signs the student's Credit for Prior Learning Application.

The student confers with the chair of the department offering the course to determine the feasibility of awarding credit through this policy. If appropriate, a departmental faculty mentor is assigned and course competencies and objectives are outlined. The mentor signs the Credit for Prior Learning Application.

The student must then complete OIT's Prior Learning Portfolio course. Students who have experience in the use of portfolios may be waived from this requirement.

The student pays the cashier a non-refundable fee and the cashier signs the student's Credit for Prior Learning Application. The fee is the same as the current course challenge fee.

The student submits the application and portfolio to the faculty mentor. The faculty mentor reviews the portfolio and interviews the student, paying particular attention to ensure that the learning experience is tied to theories, competencies, and objectives of the academic subject matter. If the faculty mentor determines that the portfolio is ready for submission, he/she initiates a meeting of the Prior Learning Review Committee. This committee consists of the faculty mentor, a second member from the department offering the course, and a faculty member certified in the use of portfolios. OIT will provide certification training to faculty members.

The committee reviews the portfolio, the faculty mentor's recommendations, and makes a decision as to whether or not to grant credit. The committee forwards its decision, along with the student's portfolio and Credit for Prior Learning Application, to the Registrar who will keep them as a part of the student's permanent academic record.

Appeals regarding the award of credit may be made to the appropriate dean.

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Recommended:

Faculty Senate – 3/5/98

President's Council – 3/10/98

Approved: \_\_\_\_\_  
Interim President

Date: \_\_\_\_\_  
March 19, 1998

**Northwest Association of Schools and Colleges  
Commission on Colleges  
Standards**

**2.3 Policy on Credit for Prior Experiential Learning\***

The Commission on Colleges recognizes the validity of granting credit for prior experiential learning, provided the practice is carefully monitored and documented. Credit for prior experiential learning may be offered under the conditions enumerated below. This policy is not designed to apply to such practices as CLEP, Advanced Placement, or ACE-evaluated military credit.

- a. Policies and procedures for awarding experiential learning credit must be adopted, described in appropriate institutional publications, and reviewed at regular intervals.
- b. Credit for prior experiential learning may be granted only at the undergraduate level.
- c. Before credit for prior experiential learning becomes part of the student's permanent record, the student must complete a sufficient number of units to establish evidence of a satisfactory learning pattern.
- d. Credit may be granted only upon the recommendation of teaching faculty who are appropriately qualified and who are on a regular appointment with the college on a continuing basis.
- e. Credit may be granted only for documented learning that ties the prior experience to the theories and data of the relevant academic fields.
- f. Credit may be granted only for documented learning that falls within the regular curricular offerings of the institution.
- g. An institution that uses documentation and interviews in lieu of examinations must demonstrate in its self-study that the documentation provides the academic assurances of equivalence to credit earned by traditional means.
- h. Credit for prior experiential learning may constitute no more than 25% of the credits needed for a degree or certificate.
- i. No assurances are made as to the number of credits to be awarded prior to the completion of the institution's review process.
- j. Credit may be granted only to enrolled students and is to be identified on the student's transcript as credit for prior experiential learning.
- k. Policies and procedures must ensure that credit for prior experiential learning does not duplicate other credit awarded.
- l. Adequate precautions must be provided to ensure that payment of fees does not influence the award of credit.

Adopted 1988

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\*Credit for courses taken from nonaccredited institutions must be addressed pursuant to Policy 2.5 – Transfer and Award of Academic Credit.

