

CREDIT FOR PRIOR LEARNING PROCEDURE

Oregon Institute of Technology allows students, under certain conditions, to be granted credit for prior learning by submitting a portfolio. The reverse side of this form contains the credit for prior learning policy. Please read the policy, secure the necessary approvals in the order listed below, and then pay the required fee prior to submitting a portfolio.

Student Name: _____ ID #: _____

Local Address: Street _____

City _____ State _____ Zip _____

Course _____
 Dept. _____ Course _____ Course Title _____ Credits _____

Approval Procedure

1. Consult with your advisor about submitting a portfolio for credit for prior learning. Ask your advisor to indicate approval by signing below.

Advisor Signature *Date*

2. Consult with the chair of the department offering the course. Ask the chair to indicate approval by signing below.

Date

3. Ask the Office of the Registrar to complete a pre-portfolio check on your admission status, enrolled credits, and previous completion of the course and completion of a portfolio class. Obtain the Registrar's signature.

Date

4. Pay the \$50 per credit hour non-refundable fee at the Cashier's Office. Obtain the cashier's signature.

 Cashier *Date*

5. After completing steps 1-4 above, make arrangements with the department chair or instructor to have your portfolio reviewed. You must obtain all approval signatures and pay the required fee before the portfolio is reviewed. Leave this form with the instructor. **The instructor must bring this form and a decision made in person to the Office of the Registrar for processing after the portfolio has been submitted and reviewed.**

Oregon Tech Use Only

Registrar Pre-Check

Instructor Record

Grade Recording

Full Admission Status _____
 Previous completion _____
 (Previous A,B,C,D,F,I,W)
 Portfolio class _____

Date Portfolio submitted and interview _____
 Date of Committee meeting _____
 Committee decision (circle one): PASS/FAIL _____

 Instructor Signature

Code Sheet _____
 Banner _____
 Verify _____
 Student Ltr _____

CREDIT FOR PRIOR LEARNING POLICY

1. Before seeking credit for prior learning the student must complete a prior learning portfolio course. Students who have experience in the use of portfolios may be waived from this requirement.
2. Credit for Prior Learning is available to students who are fully admitted in degree-granting programs. Students must have completed at least 12 OIT credits with a minimum cumulative gpa of 2.0.
3. 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 that course before the last day to drop without a record.
4. No more than 25% of the credits submitted for graduation may be credit for prior learning.
5. Credit for prior learning counts toward graduation residency requirements. For a bachelor's degree, students must complete 45 credits from Oregon Tech. For the associate's degree, students must complete 30 credits from OIT.
6. Portfolios receive either a P (pass) or F (fail). A pass suggests the student has mastered 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. Credit will be identified as credit for prior learning.
7. Students must pay a non-refundable \$50 per credit hour fee prior to submitting the portfolio.
8. Departments are responsible for reviewing the portfolio and interviewing the student and making a recommendation. They are also responsible for initiating a meeting of the Prior Learning Review Committee, who will review the portfolio and recommendation and make a decision as to whether or not to grant credit.
9. The Committee decision, along with the portfolio and application are forward to the Registrar, who will keep them as part of the student's permanent academic record.