



Fall 2017  
Ad Hoc Report  
Addressing Recommendation 2

from  
Spring 2016 Year Seven Peer Evaluation Report

Submitted to  
Northwest Commission on Colleges and Universities  
September 29, 2017

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## **Introduction**

The Oregon Institute of Technology (OIT) regional accreditation was reaffirmed by Northwest Commission on Colleges and Universities based on the Spring 2016 Year Seven *Mission Fulfillment and Sustainability* Evaluation, however, with Recommendations.

A Spring 2017 Ad Hoc Report was submitted to the NW Commission addressing Recommendations 1 and 2. In a letter dated July 5, 2017 The Commission indicated that Recommendation 1 is now in compliance however, Recommendation 2 remains out of compliance. The Commission requested a Fall 2017 Ad Hoc Report without visit to address Recommendation 2 of the Spring 2016 Year Seven Peer-Evaluation Report (Standard 2.C.7).

## **Recommendation 2**

“The evaluation committee recommends that OIT develop, enforce and document enforcement of a policy for credit for prior learning assessment that clearly meets the criteria of Standard 2.C.7. and particularly paragraph (b).”

Oregon Tech recognizes the importance of implementation and enforcement of Institutional policies. To that end, The Academic Standards Committee of the Faculty Senate drafted and presented a newly revised Credit for Prior Learning (CPL) policy during the 2016-2017 Academic Year. Through this work, the members of Academic Standards were able to identify additional methods in which credit for prior learning might be expanded to better serve students. As a result, the CPL policy now also speaks to Standard 2.C.8 of the NWCCU Standards.

The draft policy was reviewed and approved by the Faculty Senate during the regular monthly meeting on Tuesday June 6, 2017. (Please see Appendix A, OIT-13-013.)

## Conclusion

Oregon Institute of Technology continues progress towards final adoption of a new Credit for Prior Learning policy. This policy will be reviewed by the end of October 2017 by the President's Council, which is charged as follows:

**To assist in the formulation, drafting, revision, recommendation, and maintenance of the Board's and University's policies, the Board directs the President to establish and maintain a policy council.**

**The Oregon Tech President's Council ("Council") will be convened by the President or President's designee on at least an annual basis. With the approval of the President, potential members of the Council may consist of, but are not limited to, the Provost, Vice Presidents, Associate Vice Presidents, Deans of the Colleges, Chief Human Resources and Civil Rights Officer, Presidents of Faculty Senate and Associated Students of Oregon Institute of Technology, and the Chair of the Administrative Council.**

**The President's Council is a consultative, multi-functional group designed to provide valuable input and advice to the President on the categories of authority described in this Board Policy.**

**The President's Council has the supplementary responsibilities to: 1) identify and seek solutions to problems crossing college jurisdictions; 2) maximize the planning efforts of the institution; and 3) enhance the communication processes within the institution.**

Under normal circumstances President's Council meets at least annually, (and typically at the end of the academic year), in order to deliberate on policies that have been recommended by any of the bodies included in the charge above. Due to significant changes in leadership over the 2016-2017 academic year, the timeline for policy discussions/deliberations was delayed until Fall 2017. The most significant of those leadership changes include the arrival of the new University President in April 2017 and the new Vice President of Academic Affairs and Provost in July 2017. Through the transition with new leadership specific activities have been delayed, of which the meeting of the President's Council is one.

The Oregon Institute of Technology Administration holds accreditation in high regard and continues to work towards improvement. In this regard, the meeting of the President's Council is a high priority with particular attention to the Credit for Prior Learning Policy. A decision with respect to adoption of the new Oregon Institute of Technology Credit for Prior Learning Policy will be completed by the end of October 2017 and immediately reported to The Commission.

## **Appendix A Credit for Prior Learning Policy**

### **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**

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 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 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.

##### **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. 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)**

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 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 OIT 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**

OIT 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, OIT 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 OIT.

### **B. 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. 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. OIT may grant credit by portfolio when the evidence provided is

judged to be equivalent to college-level courses in the OIT 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 OIT's Archives and Record Management guidelines.

### **Level of Credit**

OIT 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 OIT. 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 OIT and the university reserves the right to declare any course offering as inappropriate for credit by portfolio.

**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 –
- President’s Council –

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

Date: \_\_\_\_\_