

OGDEN-WEBER TECHNICAL COLLEGE	Number 530.10	Effective Date 6/23/11 Revised 6/4/20 10/28/21 7/1/23	Page 1 of 2
POLICY	Approval: President's Cabinet		
Title TRANSFER AND PRIOR LEARNING CREDIT			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide a process for granting course competency credit to a student's transcript from an external source, course(s) taken at the College as part of a different program outline, or credit for prior learning from an alternative source.

2. POLICY

It is the policy of the College to grant course competency credit when students present official transcripts or prior learning alternative documentation that verifies that the same competencies have been completed.

3. DEFINITIONS

3.1 Accredited institution: An institution that has received national and/or regional accreditation as recognized by the U.S. Department of Education.

3.2 Articulation agreement: An agreement that specifies the terms and conditions for acceptance of instructional competencies between courses. This formal agreement is approved by the receiving institution and aligns course work between origination and receiving institutions.

3.3 Course competency: For purposes of this policy, proven mastery of the course concepts based on official transcripts from another accredited educational institution, military training, industry certification, prior work experience, or an alternative testing source.

3.4 Official transcript: A legal document, either on letterhead or some other official form with a representative's signature, from the entity verifying a student's educational record which certifies all completed course competencies, certificates, and degrees awarded to a student.

3.5 Alternative Documentation: Prior learning documentation provided by individual students in lieu of completion of course work or the demonstration of competency. Documentation may include military training, industry certification or licensure, and/or demonstration of competency through prior knowledge, skill, or experience (Prior Work Experience).

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4. REFERENCES

- Utah Code, 53B-16-107, Credit for Military Service and Training
- Utah Code 53B-16-105, Transferability of credits–Agreements with competency-based general education provider

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1. General Guidelines

- 1.1 The student must be enrolled in a program and at least one course at the College before credit is awarded.
- 1.2 Only courses that apply to the program outline shall be considered.
- 1.3 Credit posted from external sources shall be documented with an "M" for mastery credit and will not include a letter grade or be included in grade point calculations.
- 1.4 Transcripts from colleges/educational institutions outside of the U.S. shall not be accepted unless they have been professionally evaluated by an agency specializing in translating/converting international grading standards to U.S. grading standards, e.g., International Education Research Foundation (IERF) or the World Education Services (WES).

2. Transfer Credit

2.1 Institution or High School Articulation

- 2.1.1 The student shall submit an official transcript from an accredited institution in one of the following ways:
 - 2.1.1.1 delivered to the college in its original sealed envelope
 - 2.1.1.2 mailed to the College Registrar's Office
 - 2.1.1.3 sent electronically through an approved transcript exchange provider.
 - 2.1.1.4 High school student transcripts may be received directly from the high school through the college's application or by email.

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- 2.1.2 The registrar shall evaluate the transcript based on a list of approved courses. If the course is on the list, the registrar shall record the transfer credit and source on the student's transcript and retain the transcript as part of the student's permanent file.
- 2.1.3 If the course is not on the approved list the registrar shall forward the request to the appropriate program coordinator for review.
- 2.1.4 The program coordinator shall make a determination and notify the registrar within seven working days. In the absence of a program coordinator, a program director can approve credit on a case-by-case basis. The registrar shall retain the documentation as part of the student's permanent file.
- 2.1.5 The registrar shall notify the student of the credit transfer/articulation.

2.2 Industry Certification

- 2.2.1 The student or program coordinator on behalf of the student shall submit alternative documentation from an official industry credential or other official documentation sources, e.g., A+ certification, OSHA certifications, to the registrar.
- 2.2.2 The registrar shall evaluate the documentation based on a list of approved documentation for courses. If the course is on the list, the registrar shall record the credit and source on the student's transcript and retain documentation as part of the student's permanent file.
- 2.2.3 If the course is not on the approved list, the registrar shall forward the request to the appropriate program coordinator for review.
- 2.2.4 The program coordinator shall make a determination and notify the registrar within seven working days. In the absence of a program coordinator, a program director can approve credit on a case-by-case basis. The registrar shall retain the documentation as part of the student's permanent file.

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2.2.5 If the student is sponsored by Financial Aid the registrar will notify them. Students' financial packages may be impacted.

2.2.6 The registrar shall notify the student of the credit.

2.3 Military

2.3.1 The student shall submit alternative documentation such as official military educational records or training documents to the veterans coordinator.

2.3.2 The veterans coordinator along with the registrar shall evaluate the documentation based on a list of approved documentation for the courses. If the course is on the list, the registrar shall record the credit and source on the student's transcript and retain documentation as part of the student's permanent file.

2.3.3 If the course is not on the approved list, the registrar shall forward the request to the appropriate program coordinator for review.

2.3.4 The program coordinator shall make a determination and notify the registrar within seven working days. In the absence of a program coordinator, a program director can approve credit on a case-by-case basis. The registrar shall retain the documentation as part of the student's permanent file.

2.3.5 The registrar shall notify the student of the credit.

2.4 Prior Work Experience

2.4.1 The student shall submit alternative documentation of prior work experience such as: supervisor documentation of work requirements, proof of specific skills, etc., to the program coordinator for review.

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2.4.2 The program coordinator will evaluate the work experience and will send the documentation to the program director for approval. Once the program director approves the documentation, the approval along with the documentation will be sent to the registrar to post the credit. The registrar will maintain the documentation as part of the student's permanent record.

2.4.3 If the student is sponsored by Financial Aid the registrar will notify them. Students' financial packages may be impacted.

2.4.4 The registrar shall notify the student of the credit.

2.4.5 Students may take the College's entrance math exam or provide official Math ACT/SAT test scores taken in the past five years as documentation for the Math I course. ACT/SAT test scores shall be submitted to the Testing Center for approval. The Testing Center shall retain testing documentation for three years in the Testing Center. If the documentation is from an official transcript, the registrar shall retain documentation as part of the student's permanent file. This service is included in the enrollment fee.

3. Prior Learning Credit

3.1 Internal Course Completion Transfer

3.1.1 Students who would like to update to the new program outline for their current program or want to change to a different program shall work with their instructor or counselor to submit their program change electronically to initiate the approval process. Students may meet with a counselor prior to submitting a program change to discuss program options.

3.2 Test Out

3.2.1 Students may choose to test out of many of the courses the college offers and shall be charged a test out fee. Students will need to contact the program coordinator or course instructor to ensure the course is eligible for test out.

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- 3.2.2** Most test-out exams are given in the classroom. To test out in the classroom a student must enroll and pay for the course. Students must test out within the first 5 school days (not scheduled days) of their course start date. Upon verification of passing the test, the course shall be removed, and the student shall receive a credit on their account for the amount of the course less the test out fee. If students do not pass the test they will remain enrolled in the course.
- 3.2.3** The instructor will verify the test out, the registrar will record the completion of the course as a test out, and the admissions staff will remove the course and move the student to the next course.
- 3.2.4** If the exam is available in the testing center, the student may make an appointment for the test and will pay the test out fee before taking the test.
- 3.2.5** The testing personnel will verify the test out and the registrar will record the completion of the course as a test out.