

## Definition

Prior Credit Evaluation is the process by which a student requests to receive credit for previously completed coursework or industry certification (Industry Certification is Allowable for Aviation Programs Only).

## Eligibility

Applicants must be admitted to a Tulsa Tech program and be able to demonstrate that they have previously completed coursework that may be eligible for prior credit by providing a transcript from previous institution(s) as well as a course syllabus for each course being evaluated. For Aviation programs, a student must submit a copy of their FAA Mechanics Certificate. Questions regarding Military and Veteran Benefits can be directed to a Financial Aid Consultant at [financialassistance@tulsatech.edu](mailto:financialassistance@tulsatech.edu).

## Process

- » Students will receive information about Prior Credit Evaluation from Admissions once they have completed the application process.
- » Students must be admitted to a Tulsa Tech program.
- » Students must complete the Prior Credit Evaluation Application and submit supporting documentation to Student Services two weeks prior to the beginning of class.
- » Qualified veterans may be required to provide transcripts of credit recorded at other educational institutions or military training facilities.
- » Students will be notified of either denial of hours or hours awarded and first day of class by Student Services.

## Considerations

- » Students will not be awarded financial aid including scholarships if eligible until Prior Credit Evaluation is complete.
- » No course partial prior credit will be awarded, and no more than a possible 50% of program total hours will be awarded.
- » Credit awarded from other institutions will be indicated on the student's transcript with a grade of "T". Tulsa Tech coursework accepted for PC in the same or a different program will not appear on a transcript with a grade of "T".
- » Prior Credit will not affect a student's GPA.
- » Course work must have been completed within the previous 5 years and meet grade and hour crosswalk requirements.



MAKE YOUR OWN PATH

# Credit for Prior Learning Application Form

This form may be completed and submitted in person to Student Services at the Lemley Memorial Campus, 3638 S. Memorial Dr., Tulsa, OK 74145 or emailed to [priorcredit@tulstatech.edu](mailto:priorcredit@tulstatech.edu). Documents can also be mailed to Tulsa Tech Student Services at PO Box 477200, Tulsa, OK 74147.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email \_\_\_\_\_

Tulsa Tech Program \_\_\_\_\_

Have you attended Tulsa Tech previously?  Yes  No

If YES, which program? \_\_\_\_\_

Did you complete the program?  Yes  No If NO, please list withdrawal date \_\_\_\_\_

### Please check documentation you will submit and attach to your application:

Official Transcript & Course Syllabi\*  Military Transcript  Copy of Industry Certification (Aviation Programs Only)\*\*

\*Tulsa Tech Transcripts will be requested internally

\*\*FAA Mechanic Certification must be submitted to receive prior credit for Aviation Airframe or Aviation Power Plant

### Student Comments and Additional Information:

\_\_\_\_\_  
\_\_\_\_\_

### Adult Applicants:

I certify that I have attached all official transcripts and required documents required for Prior Credit Evaluation I understand that I will not be awarded Federal financial aid and Tulsa Tech scholarships until the Prior Credit Evaluation has been reviewed and approved.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Tulsa Tech Staff Notes:

Program applied to: \_\_\_\_\_ Student admitted:  Yes  No

Start date: \_\_\_\_\_  Full Day  Half Day  Evening Cohort: \_\_\_\_\_

Prefers earlier start date if possible:  Yes  No

No transcript to review

1/30/24