

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.

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 Admissions 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.

CONSIDERATIONS

- » Students will not be awarded financial aid including scholarships if eligible until Prior Credit Evaluation is complete.
- » 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.
- » No partial prior credit will be awarded.
- » Course work must have been completed within the previous 5 years and meet grade and hour crosswalk requirements.





CREDIT FOR PRIOR LEARNING APPLICATION FORM

This form may be completed and submitted in person to Student Services at the Lemley Campus 3420 South Memorial Drive, Tulsa, Ok 74145 or emailed to priorcredit@tulsa-tech.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 _____ Program Start Date _____

Full Day Half Day Evening Cohort _____

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)

**FAA Mechanic Certification must be submitted to receive prior credit for Generals Airframe or Generals 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:

