



College of Liberal Arts and Sciences
Challenge Program

Post Office Box 751 503-725-3430 tel
Portland, Oregon 97207-0751 503-725-3444 fax
cplink@pdx.edu
challengeprogram@pdx.edu

HOW DO I REQUEST MY OFFICIAL PSU TRANSCRIPT?

If you go to a university other than PSU, in order to have that university recognize your PSU coursework, you must send them an official transcript. To do so, you need to do the following:

Find out where your college wants the transcript to be sent (the admissions office, the registrar's office, etc.). You can get this information from your college application, the college catalog, or the college admissions office.

Wait until your Challenge instructor has submitted final grades to PSU before requesting a transcript so that all your coursework will be accounted for. (You can indicate, on your applications, that you are currently enrolled at PSU and that the PSU transcript will be forwarded once you've completed your course; you can also print out an unofficial transcript to use until the official one is available; the process for obtaining an unofficial transcript is the same as detailed below).

For complete information about ordering transcripts, go to pdx.edu/registration/transcript-requests. Once ready to order, log into banweb.pdx.edu using your ODIN account login and password. To reset your Odin password go to oam.pdx.edu or call the Help Desk at 503.725.4357. The cost is \$8.00 per transcript. Select "Student Services," then "Order Official Transcript." This will take you to a page that will link you to Parchment, a transcript ordering service. Complete the Parchment request, including selecting which school(s) you would like the transcript to be sent, and payment.

TRANSFERABILITY

Challenge courses are catalog-listed lower division Portland State courses and count toward the completion of your bachelor's degree at PSU or other Oregon universities or community colleges. Beyond this, credit recognition remains the exclusive prerogative of the institution granting it. Challenge, which has national accreditation, has a long and solid history of our credit transferring to other universities; our annual surveys usually fall within a 92-94% success rate. Colleges typically accept courses that have earned a C or above and that match closely to their own offerings. Courses that differ from those the college offers may also be transferred, but often as elective credit.

PSU courses are taught on campus in a 10-week term and transcribed as such; when mapped to a college using the semester system, which is based on 16 weeks, you will get partial credit reflecting the difference in length of study and learning outcomes.

STRATEGIES IF A SCHOOL REJECTS YOUR PSU CREDIT

There are some small private and Ivy League colleges with rigid transfer policies, that reject any college credit earned from a dual credit program such as Challenge. These include University of Southern California, Puget Sound, and Whitman. Their objection to credit transfer typically falls into a combination of three issues described below. If you encounter these objections, we hope the following will help you negotiate for the credit you earned through us.

1. **Authenticity.** Dual credit courses cannot be authentic college experiences academically or culturally when taught at the high school. For the academic side, you will need to provide evidence. To do this, start by making sure you have your syllabi, course portfolios, exams ... whatever you can use to demonstrate the content and rigor of the course. (In many cases the Challenge Office has a copy of your syllabus.)

Make an appointment to talk to the person at your college who has the power to make credit transfer decisions. That person varies from institution to institution. Begin by asking your academic advisor; if she or he doesn't know, our recommendation is to talk with a department chairperson who is in the best position to assess the content of the coursework. Matching course content and rigor is the foundation to credit transfer.

Contact us so that we can help build your case. We can provide a detailed letter of support that addresses our standards to ensure both academic rigor and college expectations, including detailing any campus visits, faculty classroom visits, our requirement that a majority of your Challenge class must be enrolled to help provide a college culture, using the library resources, etc.

2. **Double-dipping:** The objection is that these courses both fulfill a high school graduation requirement and earn college credit, or "double-dip. But PSU courses do not duplicate regular high school coursework, thus exceeding Oregon learning outcomes required for graduation. Only Language Arts requires four high school credits (four years) and our lowest level writing course offered through Challenge is WR121, which is beyond high school LA graduation requirements. We can explain this in a letter, or your high school register can provide the same information. Area colleges for which you may need to provide such a letter include Willamette and Lewis & Clark. Some of our students actually request to NOT take the course for high school credit (but do take it for PSU credit), if they know they are applying to schools where this might be an issue.
3. **The course is not equivalent.** This is rare with Challenge because we only offer catalog-listed, faculty-senate approved lower division classes. But for colleges that have their own unique freshman experience courses, this may prevent direct credit transfer, but should still allow your Challenge credit to be transferred as an elective course. This is another case where you may want to have someone from the relevant department assess your syllabus and materials.

Remember that there are other ways your PSU credit can be recognized by your college other than equivalent or elective credit. You may be exempt from taking a similar required course, or you may be placed in a higher-level course as a result of your PSU experience. Both forms of recognition will benefit you by allowing you more room in your program to take courses in your major and interesting electives. Typically, colleges will not force you to take coursework you've already had. Your job will be to make and support that argument.

Finally, remember that your PSU record is permanent. Many of our students who may not have been able to transfer PSU credit their first year of college, have gotten credit if they transfer to another school or go on to Graduate School.