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).

Log into www.banweb.pdx.edu with your PSU ID number and password. If you don’t know your PSU ID number, call the Challenge Office and we can look it up for you. It is a 9-digit number starting with a “9.” If you haven’t used banweb and don’t know your password, you will need to call PSU’s Office of Information Technology (OIT), give them your PSU ID number and request that they reset your password. They can do this right away, while you are on the phone. They will only give this information to the enrolled student so we can’t do this, nor can a parent. The number is 503.725.HELP.

Once logged into banweb, go to “Student Services” and then to “Student Records.” Options include “View Unofficial Academic Transcript” and “Order Official Transcript.” For an official transcript, there are directions for ordering and sending it online as well as a link to download a hardcopy form to mail in. Cost is $4 per copy.

TRANSFERABILITY

Challenge courses are Portland State courses and count toward the completion of your bachelor’s degree at PSU or any college or university in the Oregon University System (OUS), and any Oregon community college. Beyond the OUS system, credit recognition remains the exclusive prerogative of the institution granting it. Challenge 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.

See next page for strategies if a school rejects your PSU credit.
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 Willamette University, Puget Sound, and Whitman. The objection usually is that courses not taught on a college campus cannot be truly college classes and/or earning both high school and college credit for the same class is not appropriate (termed “double-dipping”). If you encounter this, we hope the following will help you negotiate for the credit you earned through us.

1. Regarding whether the coursework was substantive college work, 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 transcript.) 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 explains our program and what we do to help bridge campus to the high school to ensure our students have a substantive college experience. Often our faculty and your instructor will do the same. And we may have other supporting materials.

2. As for the issue of “double dipping,” the objection really centers on whether the credit earned from high school was required for high school graduation. In this case, ask your high school Registrar to write a letter on your behalf explaining that the course you took for both high school and college credit exceeded high school graduation requirements (you do not have to take a college class in order to graduate from high school). Some of our students actually request to NOT take the course for high school credit, if they know they are applying to schools where this might be an issue.

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 have gotten credit for their PSU work when they transfer to another school or go on to Graduate School.