

# How Higher Education Institutions and Technology Centers Work Together for Student Success

## Technical Course Transfer Requirements and Procedures

Transfer of Technical Course Work from Oklahoma Technology Centers Through the Statewide Articulation Agreement  
(See State Regents Policy 3.11.5 Undergraduate Transfer and Articulation)

### Student Must (3.11.5.B)

Provide an official transcript from the technology center that includes the elements detailed in the transcript guidance document.

Achieve a minimum passing grade as determined by the accreditation, licensure, or other programmatic requirements of the institution for technical course work listed on the Statewide Technical Course Articulation Matrix.

Be admitted to the participating institution offering the technical degree. Technical course credit on an official college transcript will be:

- 1) Posted as a grade of as S/U or P/F.
- 2) Appropriately identified by source and method.
- 3) Converted from clock hours to credit hours.
- 4) Posted under the semester that corresponds with the date in which the course concluded. For example, an April 1, 2019 course end date will be posted as a Spring 2019 course.

### Institution/College Must (3.11.5.C)

Submit a proposal for the technical course(s) to be included in the Statewide Technical Course Articulation Matrix from the institutional president to the Chancellor for State Regents' review and approval. The State Regents manage a review of technical courses for inclusion on the matrix.

The proposal from the institution shall include:

- 1) Name of participating technology center and participating institution.
- 2) Name of college technical certificate, associate in applied science degree or technical baccalaureate degree program towards which technical credit will be awarded.
- 3) Titles of modules and number of clock hours, course, or programs for which approval is sought with the equivalent technical course(s) to include college course title, course description, student learning outcomes, and academic credit.

Institutions may require external validation of technology center coursework for college credit through third party entities such as ACE or programmatic accreditors recognized by the USDE, JCERT, CoARC, etc.