



MEMORANDUM: Work Process Request  
Response

TO: Gen Ed Subcommittee  
FROM: System & Operations Subcommittee  
DATE: 3/15/2024  
SUBJECT: Degree/Certificate Notification

This memorandum serves as an official response between the Systems & Operations Subcommittee and the General Education Subcommittee for the purpose of responding to the Work Process Request sent to us on February 15, 2024.

The Systems & Operations Subcommittee was asked to provide additional language regarding how degree and certificate information is noted on a student's transcript, specifically:

- Provide Gen Ed Subcommittee with an answer to the following question, "How do OPUs and CCs document how the CTM and OTM are annotated on transcripts across all institutions?"

The Systems & Operations Subcommittee met to discuss this between 1:00pm-3:00pm on Thursday, March 14, 2024.

Based on our subcommittee's discussion, we can provide the following response:

- Notation of a degree or certificate can vary greatly between institutions. The memo specifically asked about how the CTM and OTM are notated. In surveying the Community College (CC) registrars, there were three themes that developed in how the CTM and the OTM were notated. Examples of these can be found here: [notation examples](#). [see page 2 of this memo for this document]
  - In some situations, particularly with smaller community colleges, they did not notate the CTM or OTM on their transcripts. This is either because they don't offer them or due to system limitations.
  - For many schools, the notation would appear with any other credentials being awarded by the institution and would use the following format "Oregon Transfer Module Awarded 3/01/2021". Although there might be some slight differences in the exact format, they were mostly pretty similar.
  - For some schools, they would notate the awarding of the degree during the term in which they were awarded. The award would appear just above the listing of courses that were taken during that same term.
- Oregon Public Institutions (OPUs) do not award the CTM or the OTM
- In transfer articulation, OPUs enter the CTM and OTM in student records and their degree audits—when the CTM and OTM is obvious on the transcript of the transfer institution,
- Presently, neither the OPUs nor the CCs have a guide documenting how credentials are awarded at the CCs or OPUs.
- Our subcommittee recommends that a guide be developed that would document how OPUs and CCs notate their degrees. This would prove helpful to Admissions offices, Registrar's Offices, and transcript evaluators.

Respectfully submitted,

Systems & Operations Subcommittee Co-Chair Julia Pomerenk

System & Operations Subcommittee Co-Chair Chris Sweet

Copies: Teresa Rivenes, Transfer Council Co-chair, Jose Coll, Transfer Council Co-chair, Brittany Miles, Policy Analyst, HECC, Jane Denison-Furness, Post-secondary Transfer Specialist, HECC, and Jennifer Markey

- **Listed with other credentials at Clackamas Community College**

---

Degree Awarded:  
 Oregon Transfer Module      Awarded on 12/09/23  
 Major.....: Non-Degree

=====**\*End of Clackamas Comm College Transcript\***=====

---

- **Listed during term of completion at Central Oregon Community College**

Winter 2022

Completed: Core Transfer Map

CS	161	Computer Science I	4.00 D	4.00
GS	104	Physical Science: Physics	4.00 A	16.00
MTH	112	Trigonometry	4.00 D	4.00
Hrs: 32.00 GPA-Hrs: 12.00 QPts: 24.00 GPA: 2.00				

Spring 2022

Completed: Oregon Transfer Module

BA	101	Introduction to Business	4.00 A	16.00
BI	101	General Biology: Cells & Genes	4.00 C+	9.25
CIS	130	Computer Concepts	4.00 A	16.00
Hrs: 12.00 GPA-Hrs: 12.00 QPts: 41.25 GPA: 3.43				

- **As a transcript notation at Chemeketa**

Events

Oregon Transfer Module

Transcript Totals - (Credit)	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution	35.000	35.000	35.000	35.000	119.00	3.40
Total Transfer	0.000	0.000	0.000	0.000	0.00	0.00

Many small schools don't award the OTM or CTM or don't notate them on their transcripts due to a lack of ability in their current system.