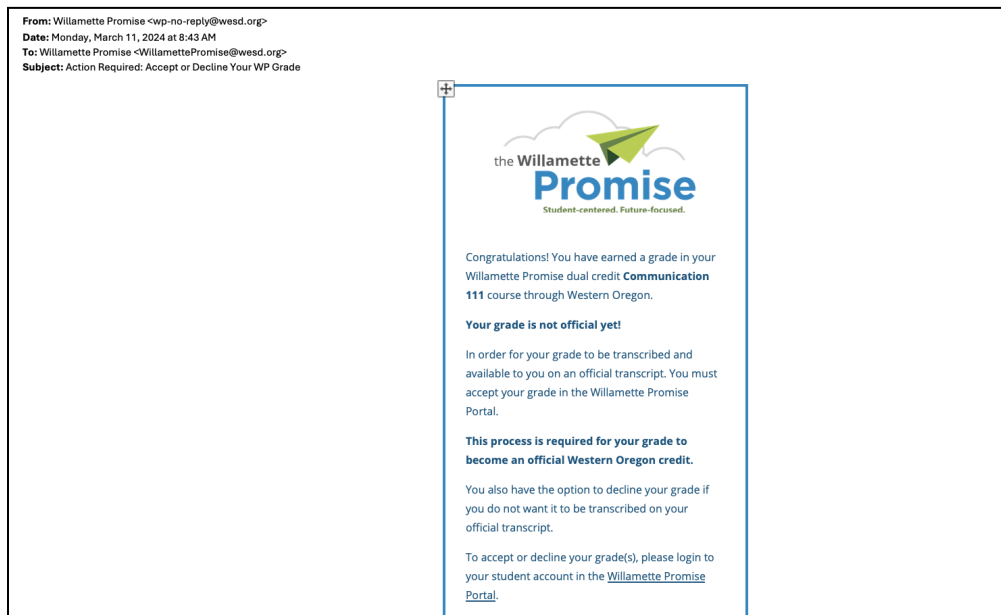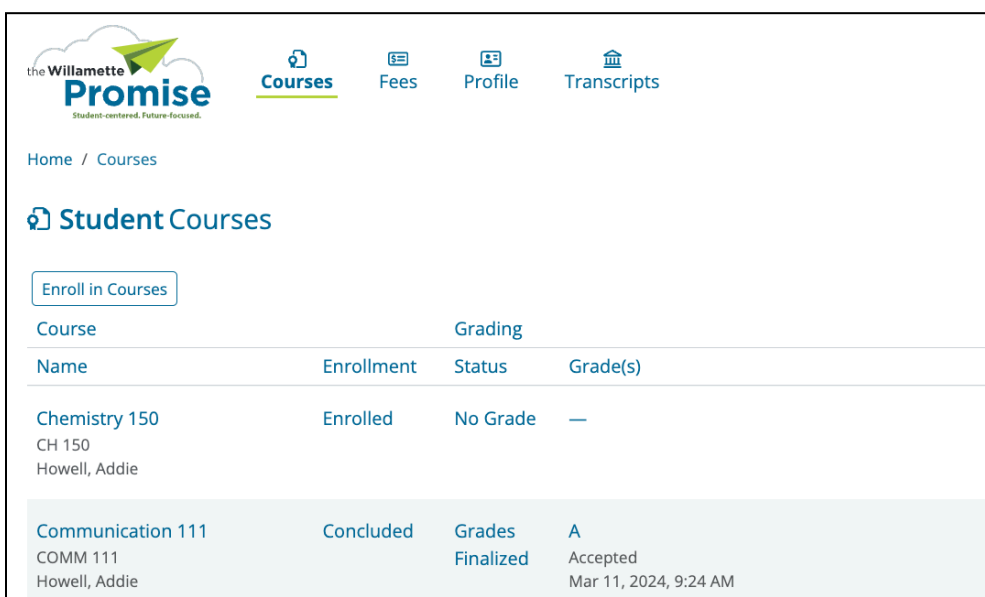# Accepting and Declining Credit Guide

Congratulations! You have earned a grade in your Willamette Promise dual credit course through Western Oregon. **Your grade is not official yet!** In order for your grade to be transcribed and available to you on an official transcript, you must accept your grade in the Willamette Promise Portal. This process requires your grade to become an official Western Oregon credit. You also have the option to decline your grade if you do not want it to be transcribed on your official transcript.

Once your teacher has submitted your grade, you will receive an email prompting you to accept or decline your grade.

Step 1: Log in to your Willamette Promise portal account at portal.willamettepromise.org

Step 2: Navigate to the courses page. You will see all the courses you are enrolled in.

Accepting and Declining Credit Guide

Step 3: Look for your course with a grade to accept or decline. You will see buttons to do so and the grade you have earned.

Communication 111	Enrolled	Grades	A
COMM 111		Finalized	Accept Decline
Howell, Addie			

Step 4: Accept or Decline your credit.

To accept your credit, click "Accept" and finalize your choice on the pop-up by checking the box and clicking "Accept Grade."

Accept Grade ✕

I am choosing to accept the following grade:

   COM111 .... A

I grant my teacher permission to submit my grade to Western Oregon University for transcription.

☑ **I understand that this decision is final and cannot be changed.**

Cancel   Accept Grade

To decline your credit, click "Decline" and finalize your choice on the pop-up by checking the box and clicking "Decline Grade."

Decline Grade ✕

I am choosing to decline the following grade:

   WR121 .... A

I <u>do not</u> grant my teacher permission to submit my grade to Western Oregon University for transcription.

☑ **I understand that this decision is final and cannot be changed.**

Cancel   Decline Grade