



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

<b>POLICY TITLE</b>	Undergraduate Credit and Transcripts	<b>Policy Number</b>	522
<b>Section</b>	Student Affairs	<b>Approval Date</b>	March 28, 2018
<b>Subsection</b>	Academic Standards, Credits, and Grades	<b>Effective Date</b>	March 28, 2018
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

#### 1.0 PURPOSE

**1.1** This policy establishes minimum credit hours, residency, and GPA requirements for the purpose of obtaining a degree, diploma, or certificate at UVU.

#### 2.0 REFERENCES

**2.1** Northwest Commission on Colleges and Universities' *Policy on Credit Hour*

**2.2** Northwest Commission on Colleges and Universities' *Education Resources 2.C.8*

**2.3** Utah Board of Regents' *Policy R401 Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

**2.4** Utah Board of Regents' *Policy R470 General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*

**2.5** UVU Policy 610 *Credit Hour*

#### 3.0 DEFINITIONS

**3.1 Academic Associate degrees:** An Associate in Arts (AA) degree or an Associate in Science (AS) degree, which fulfills general education requirements and may be transferable to four-year institutions of higher learning. The Associate in Arts has a foreign language requirement, which the Associate in Science does not.

**3.2 Academic renewal:** The process of requesting an exception to policy to allow up to two semesters of course work to be excluded from a student's academic GPA.

**3.3 Advanced Placement Credit:** A program created by CollegeBoard offering college-level curriculum and examinations to high school students.



## UTAH VALLEY UNIVERSITY Policies and Procedures

**3.4 Associate in Applied Science (AAS) degrees:** A program of study (minimum 63 semester credit hours) intended to prepare students for entry-level careers.

**3.5 Specialized Associate degrees:** Programs of study that include extensive specialized course work and are intended to prepare students for upper-division courses in baccalaureate programs. These programs may contain general education requirements that are less extensive than Academic Associate degrees. Some of these degrees transfer.

**3.6 Certificates of Completion:** A program of study that is typically one year in length and prepares students for gainful employment in a specific occupation.

**3.7 Certificates of Proficiency:** A program of study that is typically less than one year in length and prepares students for gainful employment in a specific occupation.

**3.8 CLEP credit:** Standardized tests that assess college-level knowledge in several subject areas.

**3.9 Challenge/experiential credit:** Credit granted for prior learning experiences that can be shown through various means of assessment to be the equivalent of learning gained through formal collegiate instruction.

**3.10 Credit hour:** An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency as defined by accrediting and federal bodies.

**3.11 Credit ratio:** The combination of contact hours (lecture and/or lab) associated with the total credits granted for successful completion of a course; e.g., a credit ratio of 3:3:0 indicates three total credits, three lecture contact hours, and zero lab contact hours per week (based on a 15-week semester).

**3.12 Distance education:** A formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous.

**3.13 Endorsement, K-12 Teaching:** A collection of courses that prepares K-12 teachers or teacher candidates for specific area certification by the Utah State Office of Education. UVU transcripts endorsement credits but does not award a certificate or diploma for endorsements.

**3.14 Grade-point average:** The number of grade points a student earned in a given period of time divided by the total number of credits taken.

**3.15 Internship:** On-the-job training, which may be paid or unpaid.



## UTAH VALLEY UNIVERSITY Policies and Procedures

**3.16 Joint Service Transcripts:** Consolidated transcript information for the Army, Marine Corps, Navy, Air Force, and Coast Guard, which includes, but is not limited to:

**3.16.1** Personal service member data;

**3.16.2** Military course completions—all courses that have been evaluated by ACE, with full descriptions and credit recommendations

**3.16.3** Military occupations—full descriptions, skill levels, and credit recommendations

**3.16.4** College-level test scores—CLEP, DSSTs, and NCPACE score data and

**3.16.5** Other Learning Experiences—additional completed courses and occupations not evaluated by ACE for college credit.

**3.17 Transcript:** An official record that documents a student's academic history and performance.

### 4.0 POLICY

#### 4.1 Transcripts

**4.1.1** UVU maintains a record of each student's academic history and performance.

**4.1.2** Course grades are processed at the end of each semester and recorded on student transcripts.

**4.1.3** Degrees are processed and entered on transcripts within six to eight weeks after the graduation date.

**4.1.4** The Registrar's office is responsible for all changes and additions to student transcripts, such as grade changes, repeats, notations, etc.

#### 4.2 Requirements for Award of Degrees

**4.2.1 Residency: Residency:** Credit hours in residency (UVU credits) at a UVU campus, satellite, or branch campus, or through distance education or concurrent enrollment, are required for all certificates, diplomas, and degrees. Minimum hours are as follows:

- 1) Certificates of proficiency require 25% of total credit hours (rounded up);
- 2) Certificates of completion require 10 credit hours;
- 3) Associate degrees and diplomas require 20 credit hours;



## UTAH VALLEY UNIVERSITY Policies and Procedures

4) Baccalaureate degrees require 30 credit hours (10 credits of those 30 shall have been completed within the last 45 credit hours earned for the degree).

**4.2.2 Total hours:** A candidate for a certificate, diploma, or degree shall complete the following number of credit hours:

Certificate/Degree	Number of Semester Credit Hours Required for Completion
Certificates of Proficiency	Less than 30 credit hours
Certificates of Completion	30–33 credit hours
Diploma	50 credit hours
Associate in Applied Science degree	63–69 credit hours (some disciplines may require more due to specialized accreditation)
Associate in Arts or Associate in Science degree	60–63 credit hours
Specialized Associate’s degrees	68-85 credit hours
Baccalaureate degree (Bachelor of Arts, Bachelor of Science, and Professional Bachelor’s degrees)	120–126 credit hours, 40 of which shall be upper-division credits (level 3000 and above)
Graduate Certificate	9–29 credit hours

### 4.3 Minors

**4.3.1** Minors consist of 16–24 credit hours with a minimum of 50% upper-division credit. Minors shall be awarded only at the time a bachelor degree is being awarded. Minors shall not be awarded with a bachelor degree of the same major.

**4.3.2** Individual departments shall decide if a minor may be attached to a major and if credits may be used for both a minor and major from an academic program.

### 4.4 Multiple Degrees

**4.4.1** Students may earn multiple certificates.

**4.4.2** Students may earn only one academic associate degree from Utah Valley University: either an Associate in Science or an Associate in Arts.

**4.4.3** A second bachelor's degree may be awarded when all requirements for both degrees are satisfied, including the following:

- 1) All UVU general education requirements are satisfied.



## UTAH VALLEY UNIVERSITY Policies and Procedures

- 2) Thirty semester hours beyond the original degree are completed.
- 3) Twenty semester hours of the 30 hours in item 2 above are completed at UVU (resident hours).

### **4.5 Multiple Emphases**

**4.5.1** Students may earn additional emphases, with departmental approval, under a specific bachelor's degree by completing the requirements for those emphases. Additional emphases shall appear on transcripts, but no additional diplomas shall be awarded.

### **4.6 Dual Baccalaureate Majors (One Degree with Two Majors)**

**4.6.1** A baccalaureate degree with dual majors may be awarded when a student completes all requirements for two approved degrees from the approved dual majors list, but has not met the required 30 semester hours for a second degree beyond the original degree (see section 4.4.3). The student shall receive a single baccalaureate degree; the diploma and transcript shall list both majors.

**4.6.2** Students apply for graduation for only one degree type, such as a Bachelor of Science or Bachelor of Arts, when applying for the dual major.

**4.6.3** In order to be awarded a dual major, students shall complete both majors during or prior to the semester of graduation. If students have already graduated in one of the majors, they may not apply for a dual major. After being awarded a dual major degree, students may not apply for graduation for one of the dual majors separately.

**4.6.4** Students shall have no more than three course substitutions from the required courses for the two majors combined.

**4.6.5** Students may not receive minors in either major, but may be awarded a minor from another area if all requirements are met.

**4.6.6** Credits shall not exceed the 160 credit-hour limit with the two combined majors.

### **4.7 GPA Requirements**

**4.7.1** A cumulative grade point average of 2.0 ("C") is required for graduation.

**4.7.2** Some programs may require a higher cumulative grade-point average than 2.0 ("C"), and they may require specific course grade requirements.



## UTAH VALLEY UNIVERSITY Policies and Procedures

### 5.0 PROCEDURES

#### 5.1 Challenge Credit/Experiential Credit (Equivalency Examination and/or Documentation of Earned Competency)

**5.1.1** No more than 25 percent of the minimum credits required toward a bachelor's degree, an associate degree, diploma, or certificate of completion, may be awarded through experiential and/or challenge credit. Challenge credit and experiential credit are not eligible for use in a certificate of proficiency. Credit for courses that appear in the current catalog may be awarded to individuals who can prove through appropriate assessment and/or documentation that they have already acquired the equivalent knowledge and/or expertise required for successful completion of that course.

**5.1.2** To receive challenge/experiential credit for a specific course, the student shall:

- 1) Be enrolled at the University;
- 2) For challenge credit, complete a comprehensive examination (theoretical and/or applied) with at least a "C-" grade; or for experiential credit, provide documentation of practical experience to the satisfaction of the department chairperson and dean showing course objectives have been met; or with departmental approval, complete an advanced course with a grade of "C-" or higher (if deemed necessary by the department) as a validation procedure.
- 3) Pay, in advance, a nonrefundable processing fee;
- 4) After successful completion of requirements, pay the per-credit-hour fee.

**5.1.3** A specific course shall be challenged only once, and a student shall not receive challenge/experiential credit for a course that the student is/or has been previously enrolled in and received a grade, including a "W" grade.

**5.1.4** Duplicate credit shall not be awarded.

**5.1.5** Grades shall be recorded only as "CR" (credit) and shall not be calculated in a student's university GPA.

#### 5.2 Language Challenge/Experiential Credit

**5.2.1** Students who have acquired proficiency in languages offered at the University by means other than college courses (high school, foreign residency, etc.), may earn up to 16 credit hours. To qualify for those credits, a student shall complete a course in that language at a higher level than the credits for which he or she applies, and the grade in that course shall be a "C-" or higher.



## UTAH VALLEY UNIVERSITY Policies and Procedures

**5.2.2** To qualify for credit for language courses not offered at the University, a student may, as an alternative, take the appropriate language test at any accredited four-year institution and provide the University with the satisfactory (“C-”) test results.

**5.2.3** Students who qualify for credit under the above provisions shall petition for those credits and pay a fee for each credit hour; no additional tuition shall be charged for those credits. The credits shall be listed on transcripts as “CR” (credit) and are not calculated in students’ university GPA.

### **5.3 Internship Credit**

**5.3.1** The maximum number of internship credits that shall be applied toward a certificate of completion is 8; a diploma, 14; and an associate or bachelor's degree, 16. Departments define how internship credit is applied to specific programs. No internship credits shall apply toward a certificate of proficiency. If an additional internship credit is desired for a specific educational objective, it may be taken (but not applied toward graduation) with approval of the student's internship coordinator and the appropriate chair and dean. Internship coursework shall be directly associated with the certificate, diploma, or degree.

### **5.4 Advanced Placement Credit**

**5.4.1** Students who complete an Advanced Placement Exam through CollegeBoard may earn up to 8 academic credits per test with a score of 3, 4, or 5, as per the policies set forth by the Utah State Board of Regents.

**5.4.2** Specific equivalencies and acceptance criteria are updated annually, upon appropriate departmental faculty review and approval.

**5.4.3** Grades shall be awarded only as “CR” (credit) and shall not be calculated in the student’s university GPA.

**5.4.4** There is no limit to the number of AP credits that may be awarded; however, duplicate credit for tests and course work shall not be applied.

### **5.5 College Level Examination Program Credit (CLEP)**

**5.5.1** Students may complete CLEP tests and receive credit as determined by Utah State Board of Regents’ policy.

**5.5.2** Specific equivalencies and acceptance criteria are updated annually, upon faculty review and approval.

**5.5.3** Grades shall be awarded only as “CR” (credit) and shall not be calculated in students’ university GPA.



## UTAH VALLEY UNIVERSITY Policies and Procedures

### 5.6 Academic Renewal

**5.6.1** For students who are challenged with a low GPA or for those who have experienced a period of low grades that does not reflect their academic potential, UVU offers academic renewal. A student is allowed to petition the Registrar for academic renewal only one time during his or her enrollment at the University. This process shall remove a limited amount of previous academic work from the student's GPA and from credit toward graduation. To be eligible, a student shall meet the following conditions at the time the petition is filed:

- 1) The student is currently enrolled at UVU;
- 2) A minimum of two years has elapsed since the most recent course work to be eliminated was completed;
- 3) The student has completed at least 30 semester hours of UVU course work with a minimum cumulative GPA of 2.50. These 30 hours shall have been completed after the course work the student is requesting to eliminate;
- 4) The student's cumulative GPA is below the level necessary for graduation in his or her current program of study. In most instances, this is a 2.0 cumulative GPA;
- 5) The requested course work has not been used toward an existing degree.

**5.6.2** The student may request a maximum of two specific semesters/terms of academic course work be eliminated from his or her earned credits and cumulative GPA. Individual courses shall not be accepted.

**5.6.3** If the petition qualifies under this policy, the student's permanent academic record shall be annotated to indicate that no work taken during the disregarded semester(s) and/or term(s), even if satisfactory, shall apply toward earned credits, GPA, academic standing, and/or graduation requirements. All work shall remain on the records, ensuring a true and accurate academic history. The words "Academic Renewal" and the affected semester(s)/term(s) shall be annotated on the student's transcript.

**5.6.4** Academic renewal shall not be requested to earn or change academic honors status on a student's transcript.

**5.6.5** No exceptions shall be made to this policy. Students shall be aware that this policy may not be accepted at transfer institutions, and all credit, including those with academic renewal, may still be calculated by the transfer institution.





## UTAH VALLEY UNIVERSITY Policies and Procedures

### 5.7 Transfer Credit/Transfer Degrees

**5.7.1** All students with previous institutional credit from an institution other than UVU shall submit their transcripts upon admission to the University. All transcripts shall be received by an Enrollment Services Office directly from the transferring institution. Hand-carried transcripts are considered official only when they are in a sealed and stamped envelope from the originating institution. They shall not be more than six months old.

**5.7.2** Transfer courses with grades below "C-" are not accepted, except in the case of general education credits transferred from a Utah System of Higher Education Institution with an AA/AS degree. Individual departments have the authority to impose a limit to the age and number of transfer credits accepted toward an individual program. As long as all residency, credit, and grade point average requirements are met, there is no limit to the number of transfer credits that may be accepted by the University.

**5.7.3** Transfer courses are posted in the computer system with the grades earned. The transferring grades, however, are not calculated into students' UVU grade-point average.

**5.7.4** If subject content is deemed equivalent, lower-division coursework transferred from other institutions may be substituted for UVU upper-division courses. However, these courses shall not satisfy upper-division credit hour requirements without special approval by the dean of the college/school of the discipline.

**5.7.5** UVU shall accept transfer credit from other regionally accredited institutions where it is comparable in nature, content, academic quality, and level to credit offered at UVU. Transfer credit from regionally accredited institutions is presumed to be comparable and shall be accepted except where there is unequivocal evidence to the contrary. For transfer credit from non-regionally accredited institutions, including the Utah System of Technical Colleges, comparability of courses shall be determined by the department chair and students may be required to provide substantiating evidence in the form of program descriptions and requirements, course materials, individual assignments, or recognized and credible third-party certifications of learning before accepting credit toward the requirements of an individual program, including general education requirements.

**5.7.6** Transfer credit from unaccredited institutions is considered comparable only where it is supported by a recognized and credible third-party certification of learning. The certification must be directly related to the content of the credit sought and in common use to verify knowledge, skills, and abilities outside of educational settings. Where the certification requires completion of a standard curriculum, UVU departments may recommend an articulation policy awarding credit based on that curriculum regardless of the institution at which the instruction was completed. Such policies will be reviewed using the process for articulation agreements prior to awarding credit under them.



## UTAH VALLEY UNIVERSITY Policies and Procedures

**5.7.7** Learning that takes place in a formal classroom or laboratory instructional environment shall be considered transfer credit and not experiential learning. Students whose transfer credits are not accepted under this section may seek experiential learning credit for such learning under section 5.1 Students may not receive both transfer credit and experiential learning credit for the same instruction.

**5.7.8** Joint Service Transcripts will be evaluated; each course that is determined to be a direct equivalent to a UVU course and directly related to the student's specific degree shall be awarded military course credit. Military course credit shall not be awarded to completed military courses on the Joint Service Transcripts that are determined as not related to the student's specific program of study.

### **5.8 Repeats**

**5.8.1** Repeats are automatically posted on transcripts each term. Repeats are not posted on any class from which the student has withdrawn. The last grade obtained for a repeated class is the one that is computed into the student's GPA. The transcript shows that this class has been repeated.

**5.8.2** Courses are not accepted from other institutions for the purpose of posting a repeat of a course already taken at UVU.

<b>POLICY HISTORY</b>		
March 28, 2018	Revised policy with limited scope revisions approved.	UVU Board of Trustees
February 23, 2017	Approved for entrance into Policy Manual.	UVU Board of Trustees