



# 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 20, 2025
<b>Subsection</b>	Academic Standards, Credits, and Grades	<b>Effective Date</b>	March 20, 2025
<b>Responsible Office</b>	Office of the Vice President of Student Affairs	<b>Last Review</b>	March 20, 2025

### 1.0 PURPOSE

**1.1** This policy establishes clear guidelines for credit accumulation, transfer, and recognition, ensuring transparency and consistency with other institutions in the Utah System of Higher Education. This policy supports academic integrity, facilitates student mobility, and provides a standardized framework for evaluating student progress towards completion of academic awards.

### 2.0 REFERENCES

- 2.1** Northwest Commission on Colleges and Universities *Credit Hour Policy*
- 2.2** 2.3 Utah Board of Higher Education Policy R312 *Institutional Roles and Missions and Approval of Out-of-Role Instructional Programs*
- 2.3** Utah Board of Higher Education Policy R401 *Approval and Modification of Instructional Programs and Administrative Units within Institutional Role, Mission, and Designated Service Region*
- 2.4** Utah Board of Higher Education Policy R402 *Certificate and Degree Award Structures*
- 2.5** Utah Board of Higher Education Policy R470 *General Education*
- 2.6** Utah Board of Higher Education Policy R471 *Lower Division Major Requirements and Transfer of Credits*
- 2.7** Utah Board of Higher Education Policy R472 *Credit for Prior Learning*
- 2.8** Utah Board of Higher Education Policy R475 *Common Course Numbering*
- 2.9** UVU Policy 503 *Add/Drop/Withdraw*
- 2.10** UVU Policy 523 *Final Grade Processing*



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**2.11** UVU Policy 525 *Credit for Prior Learning*

**2.12** UVU Policy 526 *Student Record Adjustments and Refund Requests*

**2.13** UVU Policy 610 *Credit Hour*

### 3.0 DEFINITIONS

**3.1 Academic awards:** Completed awards and credentials offered at UVU ranging from certificates to select master's degrees, which certify a student has completed an approved academic program.

**3.2 Academic certificate:** An undergraduate-, post-bachelor's-, or master's-level award.

**3.3 Associate degree:** Comprised of lower-division coursework that may be structured to lead to a particular occupation or transfer to a bachelor's degree program.

**3.4 Associate of Applied Science (AAS) degree:** Prepares students for entry into a particular occupation that requires more than an undergraduate certificate and less than a bachelor's degree.

**3.5 Specialized associate degree:** Includes extensive specialized coursework and prepares students to initiate upper-division coursework in a particular baccalaureate program.

**3.6 Transfer Associate of Arts/Associate of Science (AA/AS) degree:** Prepares students for upper-division work in baccalaureate programs. Upon completion, students should be able to transfer to a four-year institution with junior status and complete a bachelor's degree with only 60 additional credits of study.

**3.7 Bachelor's degree:** Highest level of undergraduate degree, consisting of a disciplinary major or majors that provide specialized skills and knowledge, complemented by general education to enhance critical thinking, analytical and ethical reasoning, and foundational knowledge through lower- and upper-division coursework.

**3.8 Bachelor of Applied Science (BAS) degree:** Focused on workforce preparation that connects students to industry opportunities for applied learning and may serve as a completion program building on an AAS degree or relevant undergraduate certificates, ensuring all general education requirements not covered in the AAS are met.

**3.9 Bachelor of Applied Studies (BAP) degree:** With fewer than 120 credits, a BAP degree must have at least 90 credits and demonstrate comparable disciplinary competencies, subject



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mastery, and learning outcomes to 120-credit programs in the same field, excluding only unstructured, non-essential electives outside the major.

**3.10 Bachelor of arts/Bachelor of science (BA/BS) degree:** Requires 120 credits, with up to 126 credits permitted for specific programs due to specialized accreditation or professional licensure, and aligns with the appropriate lower-division major set by a USHE faculty major committee. BA degrees focus on arts, humanities, and social sciences, while BS degrees emphasize science, technology, and technical skills.

**3.11 Multidisciplinary and general studies bachelor's degree:** Promotes specialization across multiple disciplines to facilitate completion and offer flexibility for students to align their studies with career goals.

**3.12 Professional bachelor's degree:** Prepares students for a particular profession by emphasizing skills and practical analysis built upon theory and research. Specialized accreditation sets acceptable practice standards. Professional degrees may be designed to lead to third-party licensure and must meet U.S. Department of Education requirements to notify students how the program meets licensure education requirements.

**3.13 Advanced Placement (AP):** A College Board program offering college-level curriculum and examinations to high school students.

**3.14 Classification of Instructional Program (CIP) code:** A six-digit number that identifies instructional programs derived from the taxonomic coding scheme developed by the U.S. Department of Education's National Center for Education Statistics.

**3.15 College-Level Examination Program (CLEP):** Set of standardized tests in various subjects, qualifying scores for which may be used to earn college credits.

**3.16 Course levels and numbering:** Undergraduate courses are categorized into lower-division, upper-division, and advanced upper-division levels, using a common course numbering system for similar-level courses.

**3.17 Developmental courses (0001-0999):** These courses carry no credit applicable to an academic award, develop basic precollege concepts and principles related to an area of study, and are designed to lead to mastery of precollege learning outcomes.

**3.18 Lower-division courses (1000–2999):** These courses are for students beginning in the study of a discipline and offer breadth, foundation, general education, preparation for employment, or preparation for continued study and may serve as prerequisites for upper-division courses.



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**3.19 Upper-division courses (3000–4999):** These courses are for students usually beyond their first two years of study in college and integrate and build upon learning outcomes from earlier studies. In general, upper-division courses offer specialized learning outcomes for a specific degree and provide depth, specialization, refinement, and preparation for employment or graduate study. Upper-division courses are directed toward the more central concepts of a discipline.

**3.20 Advanced upper-division courses (5000–5999):** These courses are designed for advanced undergraduate or graduate students, typically requiring 4000-level prerequisites or equivalent background. It may count toward graduate certificates or degree requirements (up to 12 credits). These courses may be offered concurrently with 6000-level graduate courses, with additional, more advanced requirements for graduate students.

**3.21 Course substitution:** A course that replaces a required course in an individual student's program of study, provided the substitution aligns with the content and/or learning outcomes of the required course.

**3.22 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.

**3.23 Double major:** A single baccalaureate degree with two majors that is awarded when a student has completed the requirements for both majors.

**3.24 Emphasis (also known as Concentration):** A collection of courses within an associate of applied science, baccalaureate, or graduate degree that gives students a specific focus in a particular sub-area related to the identifiable core of courses required for the degree. Emphases must be clearly within the major field of study specified for the degree.

**3.25 Grade point average (GPA):** A weighted, numerical value based on a set of standard letter grades.

**3.26 Internship:** A form of academic experiential learning that integrates knowledge and theory learned in coursework with practical application, skills development, and mentoring in a professional setting.

**3.27 Joint Service Transcripts (JST):** Consolidated transcript information for the Army, Coast Guard, Marine Corps, and Navy that includes but is not limited to

**3.27.1** personal service member data



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**3.27.2** military course completions—all courses that have been evaluated by the American Council on Education (ACE), with full descriptions and credit recommendations

**3.27.3** military occupations—full descriptions, skill levels, and credit recommendations

**3.27.4** college-level test scores—CLEP, DSSTs, and NCPACE score data

**3.28** other learning experiences (OLE)—additional completed courses and occupations not evaluated by ACE for college credit

**3.29 Minor:** A grouping of related courses that constitutes a student's secondary field of specialization while pursuing a bachelor's degree.

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

**3.31 Utah System of Higher Education (USHE):** The public university system of the state of Utah. USHE is governed by the Utah Board of Higher Education (UBHE) and is composed of eight public colleges and universities and eight technical colleges.

**3.32 UVU credits/Credits in residency:** Credits completed at UVU. Does not include transfer credit, credit for prior learning, and remedial credit.

## 4.0 POLICY

### 4.1 Student Transcripts

**4.1.1** The Registrar's Office is responsible for maintaining student transcripts.

### 4.2 Requirements for Academic Awards

**4.2.1** Academic awards must align with UVU's institutional role as a degree granting institution and its unique dual mission as a regional university.

**4.2.2** Academic awards must use an appropriate CIP code (see section 3.14) as directed by the Commissioner's Office.

**4.2.3** Utah Board of Higher Education Policy R402 requires candidates for an academic award to complete a specified number of credit hours and specific curriculum requirements. Additionally, UVU requires a specific number of credit hours be earned in residency. These requirements are as follows:



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<b>Academic Award</b>	<b>Credit Hours Required for Completion (R402)</b>	<b>Special Curricular Requirements (R402)</b>	<b>Credit Hours Required in Residency (UVU)</b>	<b>Upper Division Credit Requirements</b>
Undergraduate Certificates	9–36	May include general education courses.	25% of earned credit hours (rounded up)	N/A
AAS degrees	60–69	May include a portion of the general education requirements (minimum of 9 credit hours).	15	N/A
AA/AS degrees	60–63	Must meet all general education requirements. Where a bachelor's degree exists in the same discipline, there must be at least one articulation agreement with a four-year institution for transfer with junior standing. Must align with the appropriate lower-division major if a USHE faculty major committee has established one.	15	N/A
Specialized associate degrees	60–85	Includes at least 28 credit hours of specialized coursework. May be incomplete prior to transfer, per articulation agreements and transfer baccalaureate major maps. Formal articulation agreements must be made for affiliated bachelor's degrees.	15	N/A



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BA/BS degrees & professional bachelor's degrees	120*	Must meet all general education requirements. Must align with the appropriate lower-division major if a USHE faculty major committee has established one.	30	40
BAP degrees & BAS degrees	90–120*	Must meet all general education requirements. Must align with the appropriate lower-division major if a USHE faculty major committee has established one. Must be designed to build upon an AAS degree or academic or technical certificate program.	21	30
Multidisciplinary and general studies bachelor's degrees	120	Must meet all general education requirements. Must be structured to ensure rigor appropriate for a bachelor's degree and demonstrate the integration of content and learning experiences across the disciplines.	30	40
Post-bachelor's certificates	Less than 30	Requires completion of a bachelor's degree.	25% of earned credit hours (rounded up)	100%

\* Specific programs may have up to 126 if required by specialized accreditation or professional licensure.

**4.2.4** College academic department chairs and deans determine the number of course substitutions allowed per academic award.



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#### **4.3 Minors**

**4.3.1** Minors consist of 16–24 credit hours with a minimum of 50% upper-division credit.

**4.3.2** Minors are not standalone credentials and shall only be awarded in conjunction with a bachelor's degree.

**4.3.3** Minors shall not be awarded with majors of the same name.

#### **4.3 Multiple Academic Awards**

**4.3.1** Students may earn multiple certificates.

**4.3.2** Students may earn multiple academic associate degrees. The following conditions apply:

**4.3.2.1** The requirements for each degree must be fully satisfied.

**4.3.2.2** Each academic associate degree must be differentiated by at least 15 credit hours that are not applied to previously earned degrees.

**4.3.3** Students may earn multiple bachelor's degrees. The following conditions apply:

**4.3.3.1** The requirements for each degree must be fully satisfied.

**4.3.3.2** Each bachelor's degree must be differentiated by at least 30 credit hours that are not applied to previously earned degrees.

#### **4.4 Multiple Emphases**

**4.4.1** Students may complete multiple emphases under a specific bachelor's degree. Additional emphases shall appear on transcripts, but no additional diplomas shall be awarded. The following conditions apply:

**4.4.1.1** Departmental approval is required for each emphasis.

**4.4.1.2** The requirements for each emphasis must be fully satisfied.

**4.4.1.3** Emphases are not standalone credentials and shall be awarded in conjunction with a bachelor's degree.

#### **4.5 Double Majors (One Degree with Two Majors)**

**4.5.1** A bachelor's degree with two majors may be awarded when a student completes all requirements for two programs and does not meet the additional 30 semester hours required for a





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second bachelor's degree. The student shall receive a single bachelor's degree; the diploma and transcript shall list both majors.

**4.5.2** Students shall apply for graduation for only one degree type, such as a Bachelor of Science or Bachelor of Arts, when applying for a double major. The degree type shall match the primary declared major.

**4.5.3** To be awarded a double major, students shall complete both programs before or during the semester of graduation. If a student has already graduated in one of the majors, they cannot apply for a double major. After being awarded a double major, students cannot apply for graduation for one of the majors separately.

**4.5.4** Both majors must be from the same catalog year.

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

#### **4.6 GPA Requirements**

**4.6.1** A cumulative GPA of 2.0 ("C") is required for graduation.

**4.6.2** Some programs may require a higher cumulative GPA than 2.0 ("C") and may also have specific course grade requirements.

### **5.0 PROCEDURES**

#### **5.1 CIP Code Assignment**

**5.1.1** CIP code assignments are based on the approved curriculum, program focus, and learning outcomes. Faculty recommend an appropriate CIP code, which the Director of the Office of Accreditation and Academic Assessment reviews against the Commissioner's Office table and the Federal CIP code taxonomy. The Director will consult with the relevant academic department before finalizing the CIP code.

#### **5.2 Internship Credit**

**5.2.1** Departments define how internship credit is applied to their specific programs. No academic award can be earned entirely on internship credits. Internship coursework should be directly associated with the student's program of study.



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#### **5.3 Credit for Standardized Exams**

**5.3.1** The University offers credit for standardized exams including, but not limited to, Advanced Placement (AP), College Level Examination Program (CLEP), DANTES Defense Subject Standardized Test (DSST), and International Baccalaureate (IB).

**5.3.2** All accepted scores and equivalencies are determined by the Utah Board of Higher Education and are published on the University's website.

**5.3.3** Grades shall be awarded as "CR" and shall not be calculated in the student's GPA.

**5.3.4** Duplicate credit for tests and coursework shall not be applied.

#### **5.4 Transfer Credit**

**5.4.1** Students with previous credit from an institution other than UVU shall submit their transcripts before admission to the University. Generally, transcripts should be sent to UVU directly from the transferring institution. Hand-carried transcripts are considered official and accepted only when they are in a sealed and stamped envelope from the originating institution. These transcripts shall not be more than three months old from the date of printing.

**5.4.2** Transfer courses numbered 1000 or above, with a grade of "D–" or higher, are awarded credit on a student's record at UVU. Individual departments have the authority to impose a limit on the age and number of transfer credits accepted toward an individual program. If 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.

**5.4.3** The acceptance of credit should not be confused with the application of credits toward a program of study or an academic award. Individual departments determine minimum grade requirements, transfer course equivalency, and how credits apply toward specific programs.

**5.4.4** Transferred grades are not calculated in a student's UVU GPA.

**5.4.5** 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.

**5.4.6** UVU shall accept transfer credit from other accredited institutions recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE). Credit must be comparable in nature, content, academic quality, and level to credit offered at UVU. Transfer credit from accredited institutions is presumed to be comparable



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unless there is evidence to the contrary, as determined by UVU faculty. When disputed, the Office of the Provost makes the final decision.

**5.4.7** Transfer credit from unaccredited institutions and organizations 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 commonly used 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 agreement awarding credit based on that curriculum, regardless of the institution or organization at which the instruction was completed. These agreements will be reviewed through the established process before awarding credit.

**5.4.8** Courses in religion will be evaluated based on the particular orientation of the course as determined by the UVU Religious Studies Committee. To be considered, these courses must be listed on an official transcript from an accredited institution and must demonstrate scholarly rigor and critical engagement with the subject matter.

**5.4.9** Industry-awarded credentials, licenses, and certifications may be accepted for credit at UVU with the approval of the college/school dean without a formal articulation agreement. These may include credentials such as Federal Aviation Administration (FAA) and Emergency Medical Technician (EMT) licenses.

**5.4.10** Learning that happens through credit-bearing courses, whether on-site, virtual, or in a laboratory instructional environment, shall be considered transfer credit. Other types of learning may be covered in Policy 525 *Credit for Prior Learning*.

### **5.5 Transfer of General Education Credits**

**5.5.1** General Education requirements for all institutions in the Utah System of Higher Education (USHE) are outlined in Utah Board of Higher Education Policy R470 *General Education*. General Education requirements are comprised of the following areas:

**5.5.1.1** Core: written communication, quantitative literacy, and American institutions

**5.5.1.2** Breadth: arts, humanities, life sciences, physical sciences, and social and behavioral sciences

### **5.5.2 Transfer of USHE General Education Credits**

**5.5.2.1** For students transferring from any Utah System of Higher Education (USHE) institution and who have not fully satisfied the general education requirements as outlined in UBHE Policy R470 *General Education*, UVU shall accept as equivalent all completed general education



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coursework approved by the sending institution, provided this coursework meets minimum grade requirements.

**5.5.2.2** A student will meet the general education requirements at UVU if they have earned an AA/AS or higher degree or have completed all general education requirements at a USHE institution.

**5.5.2.3** In some specialized associate degree programs, students may not have completed all general education requirements and will need to complete those requirements prior to graduating with a bachelor's degree.

### **5.5.3 Transfer of Non-USHE General Education Credits**

**5.5.3.1** A student who transfers to UVU with a completed AA/AS degree from an accredited institution will have their transcript reviewed to ensure they have successfully completed relevant courses in the three core general education areas required of USHE students: written communication, quantitative literacy, and American institutions. While UVU will honor transferred associate degrees, students must fulfill any deficiencies in these three core areas as determined by UVU.

**5.5.3.2** With the exception of the USHE-required core general education areas, which must be completed with direct equivalents, UVU shall honor general education coursework from accredited institutions outside of USHE even in cases where this coursework may not transfer as a direct equivalent to a current UVU general education course.

**5.5.3.3** A student will be required to successfully complete prerequisite requirements if they enter UVU with a completed AA/AS degree but are deficient in lower-division prerequisite courses required for their major.

**5.5.3.4** If the courses within the transferable degree are not considered to be transferable or general education courses, the classes and the degree may not be recognized, and courses will be evaluated individually for transferability and equivalency.

**5.5.3.5** Transfer credits or degrees from non-accredited institutions may be accepted through exceptions by individual departments.

### **5.6 Military Transcripts**

**5.6.1** Joint Service Transcripts (JSTs) will be evaluated using the recommendations provided by the American Council on Education (ACE). Each military course determined to be a direct equivalent to a UVU course and directly related to the student's specific program of study shall be awarded credit.



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**5.6.2** Students may be awarded additional credit from their JST by submitting, through their academic advisor, a request to the Registrar's Office. Students should communicate regularly with the Veteran's Success Center regarding how credits awarded affect military benefits.

**5.6.3** Specialized institutions, such as the Community College of the Air Force (CCAF), that maintain accreditation recognized by CHEA or USDE are evaluated through the standard transfer credit evaluation process.

### **5.7 International and Foreign Institutions**

**5.7.1** The Registrar's Office, working with department academic advisors and faculty, is authorized to evaluate credit from foreign colleges and/or universities after a student has been admitted to UVU. Students requesting transfer of credit from foreign institutions of higher education must submit a transcript from an approved foreign credentials evaluation service. Information regarding these services can be found on the Transfer Credit website.

**5.7.2** Transfer courses from international and foreign institutions are not calculated in a student's university GPA.

### **5.8 Course Repeats**

**5.8.1** Students wishing to retake a course to earn a better grade may do so. Students must register and pay for the course as usual. The highest grade earned is the grade that is calculated into the GPA. All other attempts are excluded from the GPA calculation. The repeat is indicated on the student's transcript (E = Exclude from GPA, I = Include in GPA). Each attempt will remain on the records, ensuring a true and accurate academic history.

**5.8.2** Repeats are not posted on any class from which the student has withdrawn.

**5.8.3** Courses can be accepted from other institutions for the purpose of posting a repeat of a course previously taken at UVU. While transfer courses are not calculated into a student's GPA, when a transfer course is the highest earned grade for a course, it shall apply to a student's graduation requirements and the lowest attempt(s) of the course shall be excluded from GPA calculations. No additional credit is allowed for repeating a course in which the initial grade was passing unless the course number ends in the letter suffix "R" or "Z" (a course designed to be repeatable for credit).

### **5.9 Questions about this Policy**

**5.9.1** Students with questions about how this policy applies to their circumstances are encouraged to meet with their academic advisor.



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**5.9.2** General questions about this policy should be directed to the Registrar's Office; contact information for this office can be found on its website.

POLICY HISTORY		
<b>Date of Last Formal Review:</b> March 20, 2025		
<b>Due Date of Next Review:</b> March 20, 2030		
Date of Last Action	Action Taken	Authorizing Entity
February 23, 2017	Approved for entrance into Policy Manual.	UVU Board of Trustees
March 28, 2018	Revised policy with limited scope revisions approved.	UVU Board of Trustees
June 21, 2024	Revised policy approved.	UVU Board of Trustees
March 20, 2025	Revisions made to align with USHE policies R401 and R402. Regular process.	UVU Board of Trustees

\*More information on the formal review can be found in Policy 101 section 4.7.3.