



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>Proposed Policy Number and Title: 522 Undergraduate Credit and Transcripts</b>		
Existing Policy Number and Title: 522 Undergraduate Credit and Transcripts		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>November 20, 2024, Stage 2</u>
<b>President's Council Sponsor:</b> <u>Michelle Kearns</u> Ext. _____
<b>Policy Steward:</b> <u>Laurie Sharp</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>10/24/2024</u></p> <p><b>University Entities Review</b> Entrance Date: <u>12/12/2024</u> Close Feedback: <u>02/20/2025</u></p> <p><b>University Community Review</b> Entrance Date: _____ Open Feedback: _____ Close Feedback: _____</p> <p><b>Board of Trustees Review</b> Entrance Date: _____ _____</p>	<p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <hr/> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p>



# 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>	<a href="#">June 21, 2024</a>
<b>Subsection</b>	Academic Standards, Credits, and Grades	<b>Effective Date</b>	<a href="#">June 21, 2024</a>
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

1 **1.1** This policy establishes ~~minimum credit hours, residency, and GPA requirements for~~  
2 ~~obtaining an academic award at UVU. clear guidelines for credit accumulation, transfer, and~~  
3 ~~recognition, ensuring transparency and consistency with~~~~among~~ ~~other institutions in the Utah~~  
4 ~~System of Higher Education. This policy supports academic integrity, facilitates student~~  
5 ~~mobility, and provides a standardized framework for evaluating student progress towards~~  
6 ~~completion of academic awards.~~

### 2.0 REFERENCES

- 7 **2.1** Northwest Commission on Colleges and Universities *Credit Hour Policy*
- 8 ~~2.2~~ ~~2.3~~ [Utah Board of Higher Education Policy R312 Institutional Roles and Missions and](#)  
9 [Approval of Out-of-Role Instructional Programs](#)
- 10 ~~2.3~~ [Utah Board of Higher Education Policy R401 Approval of New Programs, Program](#)  
11 [Changes, Discontinued Programs, and Program Reports Approval and Modification of](#)  
12 [Instructional Programs and Administrative Units within Institutional Role, Mission, and](#)  
13 [Designated Service Region](#)
- 14 ~~2.22.4~~ [Utah Board of Higher Education Policy R402 Certificate and Degree Award Structures](#)
- 15 ~~2.32.5~~ [Utah Board of Higher Education Policy R470 General Education](#)
- 16 ~~2.42.6~~ [Utah Board of Higher Education Policy R471 Lower Division Major Requirements and](#)  
17 [Transfer of Credits](#)
- 18 [2.7](#) [Utah Board of Higher Education Policy R472 Credit for Prior Learning](#)
- 19 ~~2.52.8~~ [Utah Board of Higher Education Policy R475 Common Course Numbering](#)
- 20 ~~2.62.9~~ [UVU Policy 503 Add/Drop/Withdraw](#)



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- 21 [2.72.10](#) UVU Policy 523 *Grading/Final Grade Processing*
- 22 [2.82.11](#) UVU Policy 525 *Credit for Prior Learning*
- 23 [2.92.12](#) UVU Policy 526 *Student Record Adjustments and Refund Requests*
- 24 [2.102.13](#) UVU Policy 610 *Credit Hour*

### 3.0 DEFINITIONS

- 25 **3.1 Academic awards:** Completed [awards and credentials offered at UVU](#) ranging from  
26 [diplomas/certificates to and select master's certificates to doctoral degrees, which certify a student](#)  
27 [has completed an approved academic program.](#)
- 28 **3.2 Academic certificate:** [An undergraduate-, post-bachelor's-, or master's-level award.](#)
- 29 ~~**3.13.3 Associate degree:** [An associate degree comprised of lower-division coursework that](#)  
30 [may be structured to lead to a particular occupation or transfer to a bachelor's degree program.](#)~~
- 31 ~~**3.2 Certificate of proficiency:** [A program of study that prepares students for an occupation. It](#)  
32 [does not require but may include general education courses. It consists entirely of undergraduate](#)  
33 [courses but does not require prerequisite courses, conditions, or degrees for admission to the](#)  
34 [program.](#)~~
- 35 ~~**3.3 Institutional certificate of proficiency:** [A program of study that requires less than 30](#)  
36 [semester credit hours \(or 900 clock hours\) and is not eligible for federal financial aid.](#)~~
- 37 ~~**3.4 Certificate of completion:** [A program of study that prepares students for an occupation.](#)  
38 [These programs require a recognizable general education core in communication, computation,](#)  
39 [and human relations. The general education core may be embedded within program courses. It](#)  
40 [consists entirely of undergraduate courses but does not require prerequisite courses, conditions,](#)  
41 [or degrees for admission to the program.](#)~~
- 42 ~~**3.5 Diploma:** [An academic award achieved after completing classes in a specialty area, which](#)  
43 [often includes applied training.](#)~~
- 44 **3.4 Associate of Applied Science (AAS) degree:** [An AAS degree prepares students for entry](#)  
45 [into a particular occupation that requires more than an undergraduate certificate and less than a](#)  
46 [bachelor's degree. program of study that includes limited general education coursework and](#)  
47 [subject specific coursework that is intended to prepare students for entry level careers.](#)



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48 **3.5 Specialized associate degree:** A specialized associate degree includes extensive specialized  
49 coursework and prepares students to initiate upper-division coursework in a particular  
50 baccalaureate program.—.

51 **3.6 Transfer Associate of Arts/Associate of Science (AA/AS) degree:** An AA/AS degree  
52 prepares students for upper-division work in baccalaureate programs. Upon completion,  
53 students should be able to transfer to a four-year institution with junior status and complete a  
54 bachelor's degree with only 60 additional credits of study.

55 **3.7 Associate degree:** An associate of arts (AA) degree or an associate of science (AS) degree  
56 that fulfills general education requirements and may be transferable to four-year institutions of  
57 higher learning.

58 **3.8 Specialized associate degree:** A program of study that includes extensive, specialized  
59 coursework and is intended to prepare students for upper-division courses in baccalaureate  
60 programs. These programs may contain general education requirements that are less extensive  
61 than academic associate degrees.

62 **3.7 Baccalaureate bachelor's degree:** A bachelor's degree is the highest level of undergraduate  
63 degree, consisting of a bachelor of arts (BA), bachelor of science (BS), or bachelor of applied  
64 science (BAS) degree; programs of study that include general education and major course work,  
65 and prepare students for employment in a career field and responsible citizenship. Students can  
66 typically complete these degrees in four years of full-time study. Baccalaureate degrees require a  
67 minimum of 120 and a maximum of 126 semester credit hours. disciplinary major or majors that  
68 provide specialized skills and knowledge, complemented by general education to enhance critical  
69 thinking, analytical and ethical reasoning, and foundational knowledge through lower- and  
70 upper-division coursework.

71 **3.8 Bachelor of Applied Science (BAS) degree:** A bachelor's degree focused on workforce  
72 preparation that connects students to industry opportunities for applied learning and may serve as  
73 a completion program building on an AAS degree or relevant undergraduate certificates,  
74 ensuring all general education requirements not covered in the AAS are met.

75 **3.9 Bachelor of Applied Studies (BAP) degree:** A bachelor's degree with fewer than 120  
76 credits, a BAP degree must have at least 90 credits and demonstrate comparable disciplinary  
77 competencies, subject mastery, and learning outcomes to 120-credit programs in the same field,  
78 excluding only unstructured, non-essential electives outside the major.

79 **3.10 Bachelor of arts/Bachelor of science (BA/BS) degree:** A bachelor's degree that  
80 requires 120 credits, with up to 126 credits permitted for specific programs due to specialized  
81 accreditation or professional licensure, and aligns with the appropriate lower-division major set



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82 by a USHE faculty major committee. BA degrees focus on arts, humanities, and social sciences,  
83 while BS degrees emphasize science, technology, and technical skills.

84 **3.11 Multidisciplinary and general studies bachelor's degree:** A bachelor's degree that  
85 Promotes specialization across multiple disciplines to facilitate completion and offer flexibility  
86 for students to align their studies with career goals.

87 **3.12 Professional bachelor's degree:** A bachelor's degree that prepares students for a  
88 particular profession by emphasizing skills and practical analysis built upon theory and research.  
89 Specialized accreditation sets acceptable practice standards. Professional degrees may be  
90 designed to lead to third-party licensure and must meet U.S. Department of Education  
91 requirements to notify students how the program meets licensure education requirements.

92 ~~**3.9**~~

93 ~~**3.9.1.1 Professional bachelor's degree:** A degree that prepares students for a particular~~  
94 ~~profession by emphasizing skills and practical analysis built on theory and research and often has~~  
95 ~~specialized accreditation that sets acceptable practice standards. The degree may exceed the~~  
96 ~~maximum of 126 credit hours to meet accreditation requirements. Professional degrees often lead~~  
97 ~~to third-party licensure.~~

98 ~~**3.9.2 Minor:** A grouping of related courses that are deemed to be a student's secondary field of~~  
99 ~~specialization during undergraduate studies.~~

100 ~~**3.103.13 Advanced Placement (AP):** A College Board program offering college-level~~  
101 ~~curriculum and examinations to high school students.~~

102 ~~**3.14 Classification of Instructional Program (CIP) code:** A six-digit number that identifies~~  
103 ~~instructional programs derived from the taxonomic coding scheme developed by the U.S.~~  
104 ~~Department of Education's National Center for Education Statistics.~~

105 ~~**3.113.15 College-Level Examination Program (CLEP):** A College Board program using~~  
106 ~~standardized tests that assess college-level knowledge in specific subject areas. means a set of~~  
107 ~~standardized tests in various subjects, qualifying scores for which may be used to earn college~~  
108 ~~credits.~~

109 ~~**3.16 Course levels and numbering:** Undergraduate courses are divided categorized into lower-~~  
110 ~~division, upper-division, and advanced upper-division levels, using a common course numbering~~  
111 ~~system for similar-level courses.~~

112 ~~**3.123.17 Developmental courses (0001-0999):** These courses carry no credit applicable to an~~  
113 ~~academic award, develop basic precollege concepts and principles related to an area of study,~~  
114 ~~and are designed to lead to mastery of precollege learning outcomes.~~



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115 **3.18 Lower-division courses (1000–2999):** These courses are for students beginning in  
116 the study of a discipline and offer breadth, foundation, general education, preparation for  
117 employment, or preparation for continued study and may serve as prerequisites for upper-  
118 division courses.

119 ~~3.13~~

120 **3.13.13.19 Upper-division courses (3000–4999):** These courses are for students usually  
121 beyond their first two years of study in college that and integrate and build upon learning  
122 outcomes from earlier studies. In general, upper-division courses offer specialized learning  
123 outcomes for a specific degree and provide depth, specialization, refinement, and preparation for  
124 employment or graduate study. Upper-division courses are directed toward the more central  
125 concepts of a discipline.

126 **3.13.23.20 Advanced upper-division courses (5000–5999):** These courses allow for extension  
127 beyond bachelor's degree requirements, preparation for a graduate degree, or a natural  
128 connection between the two. Content requires significant independent thinking on the student's  
129 part and offers opportunity for specialized seminars, directed reading, independent study, and  
130 research. These courses are designed for advanced undergraduate or graduate students, typically  
131 requiring 4000-level prerequisites or equivalent background. It may count toward graduate  
132 certificates or degree requirements (up to 12 credits). These courses may be offered concurrently  
133 with 6000-level graduate courses, with additional, more advanced requirements for graduate  
134 students.

135 **3.143.21 Course substitution:** A course that replaces a required course in an individual  
136 student's program of study, provided the substitution aligns with meets the content and/or  
137 learning outcomes of the required course.

138 **3.15 Credit for prior learning (CPL):** Credit an institution awards a student who demonstrates,  
139 through a prior learning assessment, that the student's prior learning meets college-level  
140 competencies, skills, and abilities acquired through work, professional training, military training,  
141 and other learning domains and is assessed by academically sound and rigorous processes. Credit  
142 for prior learning is typically categorized as military credit, training credit, credit by exam, or  
143 portfolio credit. (See Policy 525 Credit for Prior Learning.)

144 **3.163.22 Credit hour:** An amount of work represented in intended learning outcomes and  
145 verified by evidence of student achievement that is an institutionally established equivalency as  
146 defined by accrediting and federal bodies.

147 **3.173.23 Double major:** A single baccalaureate degree with two majors that is awarded when a  
148 student has completed the requirements for both majors.





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149 **3.183.24 Emphasis (also known as Concentration):** A collection of courses within an associate  
150 of applied science, baccalaureate, or graduate degree that gives students a specific focus in a  
151 particular sub-area related to the identifiable core of courses required for the degree. Emphases  
152 must be clearly within the major field of study specified for the degree.

153 **3.193.25 Grade point average (GPA):** A weighted, numerical value based on a set of standard  
154 letter grades.

155 **3.203.26 Internship:** A form of academic, experiential learning that integrates knowledge and  
156 theory learned in coursework with practical application, skills development, and mentoring in a  
157 professional setting.

158 **3.213.27 Joint Service Transcripts (JST):** Consolidated transcript information for the Army,  
159 Coast Guard, Marine Corps, and Navy, ~~and Air Force, and Coast Guard~~ that includes but is not  
160 limited to

161 **3.21.13.27.1 p**Personal service member data

162 **3.21.23.27.2 m**Military course completions—all courses that have been evaluated by the  
163 American Council on Education (ACE), with full descriptions and credit recommendations

164 **3.21.33.27.3 m**Military occupations—full descriptions, skill levels, and credit recommendations

165 **3.21.43.27.4 c**College-level test scores—CLEP, DSSTs, and NCPACE score data

166 **3.28 o**Other learning experiences (OLE)—additional completed courses and occupations not  
167 evaluated by ACE for college credit

168 **3.223.29 Minor:** A grouping of related courses that constitutes a student's secondary field of  
169 specialization while pursuing a bachelor's degree.

170 **3.233.30 Transcript:** An official record that documents a student's academic history and  
171 performance.

172 **3.243.31 Utah System of Higher Education (USHE):** The public university system of the state  
173 of Utah. USHE is governed by the Utah Board of Higher Education (UBHE) and is composed of  
174 eight public colleges and universities and eight technical colleges.

175 **3.253.32 UVU credits/Credits in residency:** Credits completed at UVU. Does not include  
176 transfer credit, credit for prior learning, and remedial credit.

## 4.0 POLICY

177 **4.1 Student Transcripts**



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178 4.1.1 The Registrar's Office is responsible for maintaining student transcripts.

### 179 4.2 Requirements for Academic Awards

180 4.2.1 Academic awards must align with UVU's institutional role as a degree granting institution  
181 and its unique dual mission as a regional university. Academic awards must be within UVU's  
182 institutional role as a degree granting institution.

183 4.2.2 Academic awards must use an appropriate CIP code (see section 3.14) as directed outlined  
184 by the Commissioner's Office.

185 4.3 Utah Board of Higher Education Policy R402<sup>1</sup> ~~stipulates that requires~~ candidates for an  
186 academic award ~~shall to~~ complete a ~~specifies specified~~ number of credit hours ~~and specific~~  
187 ~~curriculum requirements~~. Additionally, UVU ~~requires that requires~~ a ~~specifies specific~~ number of  
188 credit hours ~~are be~~ earned in residency. ~~T~~~~The~~~~hese~~ requirements are as follows:

189

Policy Office Draft





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<u>Academic Award</u>	<u>Credit Hours Required for Completion (R402)</u>	<u>Special Curricular Requirements (R402)</u>	<u>Credit Hours Required in Residency (UVU)</u>	<u>Upper Division Credit Requirements</u>
<u>Undergraduate Certificates</u>	<u>9–36</u>	<u>May include general education courses.</u>	<u>25% of earned credit hours (rounded up)</u>	<u>N/A</u>
<u>AAS degrees</u>	<u>60–69</u>	<u>May include a portion of the general education requirements (minimum of 9 credit hours).</u>	<u>15</u>	<u>N/A</u>
<u>AA/AS degrees</u>	<u>60–63</u>	<u>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.</u>	<u>15</u>	<u>N/A</u>
<u>Specialized associate degrees</u>	<u>60–85</u>	<u>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.</u>	<u>15</u>	<u>N/A</u>



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<a href="#"><u>BA/BS degrees &amp; professional bachelor's degrees</u></a>	<a href="#"><u>120*</u></a>	<a href="#"><u>Must meet all general education requirements. Must align with the appropriate lower-division major if a USHE faculty major committee has established one.</u></a>	<a href="#"><u>30</u></a>	<a href="#"><u>40</u></a>
<a href="#"><u>BAP degrees &amp; BAS degrees</u></a>	<a href="#"><u>90–120*</u></a>	<a href="#"><u>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.</u></a>	<a href="#"><u>21</u></a>	<a href="#"><u>30</u></a>
<a href="#"><u>Multidisciplinary and general studies bachelor's degrees</u></a>	<a href="#"><u>120</u></a>	<a href="#"><u>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.</u></a>	<a href="#"><u>30</u></a>	<a href="#"><u>40</u></a>
<a href="#"><u>Post-bachelor's certificates</u></a>	<a href="#"><u>Less than 30</u></a>	<a href="#"><u>Requires completion of a bachelor's degree.</u></a> -	<a href="#"><u>25% of earned credit hours (rounded up)</u></a>	<a href="#"><u>100%</u></a>

190  
191 [\\* Specific programs may have up to 126 if required by specialized accreditation or professional](#)  
192 [licensure.](#)

193  
194 [4.2.4 College academic department chairs and deans determine the number of course](#)  
195 [substitutions allowed per academic award.](#)

196 ~~[College/school deans and academic department chairs determine the number of course](#)~~  
197 ~~[substitutions allowed per academic award.](#)~~



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198 **4.3 Minors**

199 **4.3.1 Minors consist of 16–24 credit hours with a minimum of 50% upper-division credit.**

200 **4.3.2 Minors are not standalone credentials and shall only be awarded in conjunction with a**  
201 **bachelor’s degree.**

202 **4.3.3 Minors shall not be awarded with majors of the same name.**

203  
204 **4.4 Minors**

205 ~~**4.5 Minors consist of 16–24 credit hours with a minimum of 50% upper-division credit.**~~

206 ~~**4.6 Minors are not standalone credentials and shall only be awarded in conjunction with a**~~  
207 ~~**bachelor’s degree.**~~

208 ~~**4.7 Minors shall not be awarded with majors of the same name.**~~

209 **4.8.4 Multiple Academic Awards**

210 ~~**4.8.14.4.1**~~ Students may earn multiple certificates.

211 ~~**4.8.24.4.2**~~ Students may earn multiple academic associate degrees. The following conditions  
212 apply:

213 ~~**4.8.2.14.4.2.1**~~ The requirements for each degree must be fully satisfied.

214 ~~**4.94.4.2.2**~~ Each academic associate degree must be differentiated by at least 15 credit hours that  
215 are not applied to previously earned degrees.

216 ~~**4.9.14.4.3**~~ Students may earn multiple bachelor's degrees. The following conditions apply:

217 ~~**4.104.4.3.1**~~ The requirements for each degree must be fully satisfied.

218 ~~**4.10.1.14.4.3.2**~~ Each bachelor’s degree must be differentiated by at least 30 credit hours that are  
219 not applied to previously earned degrees.

220 **4.114.5 Multiple Emphases**

221 ~~**4.124.5.1**~~ Students may complete multiple emphases under a specific bachelor’s degree.

222 Additional emphases shall appear on transcripts, but no additional diplomas shall be awarded.

223 The following conditions apply:



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224 [4.134.5.1.1](#) Departmental approval is required for each emphasis.

225 [4.13.1.14.5.1.2](#) The requirements for each emphasis must be fully satisfied.

226 [4.144.5.1.3](#) Emphases are not standalone credentials and shall be awarded in conjunction with a  
227 bachelor's degree.

### 228 [4.154.6](#) **Double Majors (One Degree with Two Majors)**

229 [4.164.6.1](#) A bachelor's degree with two majors may be awarded when a student completes all  
230 requirements for two programs and does not meet the additional 30 semester hours required for a  
231 second bachelor's degree. The student shall receive a single bachelor's degree; the diploma and  
232 transcript shall list both majors.

233 [4.174.6.2](#) Students shall apply for graduation for only one degree type, such as a ~~bachelor's of~~  
234 ~~science~~ [Bachelor of Science](#) or ~~b~~ [Bachelor's of Arts](#), when applying for a double major. The  
235 degree type shall match the primary declared major.

236 [4.184.6.3](#) To be awarded a double major, students shall complete both programs ~~before or during~~  
237 ~~or before the~~ [during the](#) semester of graduation. If a student has already graduated in one of the  
238 majors, they cannot apply for a double major. After being awarded a double major, students  
239 cannot apply for graduation for one of the majors separately.

240 [4.18.14.6.4](#) Both majors must be from the same catalog year.

241 [4.18.24.6.5](#) Students cannot receive minors in either major but may be awarded a minor from  
242 another area if all requirements are met.

### 243 [4.194.7](#) **GPA Requirements**

244 [4.204.7.1](#) A cumulative GPA of 2.0 ("C") is required for graduation.

245 [4.214.7.2](#) Some programs may require a higher cumulative GPA than 2.0 ("C") and may also  
246 have specific course grade requirements.

247

## 5.0 PROCEDURES

### 248 [5.1 CIP Code Assignment](#)

249 [5.1.1](#) CIP code assignments are based on the approved curriculum, program focus, and learning  
250 outcomes. Faculty recommend an appropriate CIP code, which the Director of the Office of  
251 Accreditation and Academic Assessment reviews against the Commissioner's Office table and



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252 [the Federal CIP code taxonomy. The Director will consult with the relevant academic department](#)  
253 [before finalizing the CIP code.](#)

### 254 **[5.15.2](#) Internship Credit**

255 **[5.25.2.1](#)** Departments define how internship credit is applied to their specific programs. No  
256 academic award can be earned entirely on internship credits. Internship coursework should be  
257 directly associated with the student's program of study.

### 258 **5.3 Credit for Standardized Exams**

259 **[5.45.3.1](#)** The University offers credit for standardized exams including, but not limited to,  
260 Advanced Placement (AP), College Level Examination Program (CLEP), DANTES Defense  
261 Subject Standardized Test (DSST), and International Baccalaureate (IB).

262 **[5.55.3.2](#)** All accepted scores and equivalencies are determined by the Utah Board of Higher  
263 Education and are published on the [University's](#) website.

264 **[5.5.15.3.3](#)** Grades shall be awarded as "CR" and shall not be calculated in the student's GPA.

265 **[5.5.25.3.4](#)** Duplicate credit for tests and coursework shall not be applied.

### 266 **[5.65.4](#) Transfer Credit**

267 **[5.75.4.1](#)** Students with previous credit from an institution other than UVU shall submit their  
268 transcripts before admission to the University. Generally, transcripts should be sent to UVU  
269 directly from the transferring institution. Hand-carried transcripts are considered official and  
270 accepted only when they are in a sealed and stamped envelope from the originating institution.  
271 These transcripts shall not be more than three months old from the date of printing.

272 **[5.7.15.4.2](#)** Transfer courses numbered 1000 or above, with a grade of "D-" or higher, are  
273 awarded credit on a student's record at UVU. Individual departments have the authority to  
274 impose a limit on the age and number of transfer credits accepted toward an individual program.  
275 If all residency, credit, and grade point average requirements are met, there is no limit to the  
276 number of transfer credits that may be accepted by the University.

277 **[5.85.4.3](#)** The acceptance of credit should not be confused with the application of credits toward a  
278 program of study or an academic award. Individual departments determine minimum grade  
279 requirements, transfer course equivalency, and how credits apply toward specific programs.

280 **[5.8.15.4.4](#)** Transferred grades are not calculated in a student's UVU GPA.

281 **[5.95.4.5](#)** If subject content is deemed equivalent, lower-division coursework transferred from  
282 other institutions may be substituted for UVU upper-division courses. However, these courses



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283 shall not satisfy upper-division credit hour requirements without special approval by the dean of  
284 the college/school of the discipline.

285 [5.105.4.6](#) UVU shall accept transfer credit from other accredited institutions recognized by the  
286 Council for Higher Education Accreditation (CHEA) or the United States Department of  
287 Education (USDE). Credit must be comparable in nature, content, academic quality, and level to  
288 credit offered at UVU. Transfer credit from accredited institutions is presumed to be comparable  
289 ~~and is accepted~~ unless there is evidence to the contrary, as determined by UVU faculty. When  
290 disputed, the Office of the Provost makes the final decision.

291 [5.115.4.7](#) Transfer credit from unaccredited institutions and organizations is considered  
292 comparable only where it is supported by a recognized and credible third-party certification of  
293 learning. The certification must be directly related to the content of the credit sought and ~~is~~  
294 ~~common use~~ [commonly used](#) to verify knowledge, skills, and abilities outside of educational  
295 settings. Where the certification requires completion of a standard curriculum, UVU departments  
296 may recommend an articulation agreement awarding credit based on that curriculum, regardless  
297 of the institution or organization at which the instruction was completed. These agreements will  
298 be reviewed through the established process before awarding credit.

299 [5.125.4.8](#) Courses in religion will be evaluated based on the particular orientation of the course  
300 as determined by the UVU Religious Studies Committee. To be considered, these courses ~~must~~  
301 be listed on an official transcript from an accredited institution and must demonstrate scholarly  
302 rigor and critical engagement with the subject matter.

303 [5.135.4.9](#) Industry-awarded credentials, licenses, and certifications may be accepted for credit at  
304 UVU with the approval of the college/school deans without a formal articulation agreement.  
305 These may include credentials such as Federal Aviation Administration (FAA) and [Emergency](#)  
306 [Medical Technician \(EMT\)](#) licenses.

307 [5.13-15.4.10](#) Learning that happens through credit-bearing courses, whether on-site, virtual, or in  
308 a laboratory instructional environment, shall be considered transfer credit. Other types of  
309 learning may be covered in Policy 525 *Credit for Prior Learning*.

#### 310 [5.145.5](#) Transfer of General Education Credits

311 [5.155.5.1](#) General Education requirements for all institutions in the Utah System of Higher  
312 Education (USHE) are outlined in Utah Board of Higher Education Policy R470 *General*  
313 *Education*. General Education requirements are comprised of the following areas:

314 [5.15.1-15.5.1.1](#) Core: written communication, quantitative literacy, and American institutions.

315 [5.15.1-25.5.1.2](#) Breadth: arts, humanities, life sciences, physical sciences, and social and  
316 behavioral sciences.





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### 317 **5.15.25.5.2 Transfer of USHE General Education Credits**

318 **5.15.2.15.5.2.1** ~~For~~ students transferring from any Utah System of Higher Education (USHE)  
319 institution and who have not fully satisfied the general education requirements as outlined in  
320 UBHE Policy R470 *General Education*, UVU shall accept as equivalent all completed general  
321 education coursework approved by the sending institution, provided this coursework meets  
322 minimum grade requirements.

323 **5.15.2.25.5.2.2** A student will meet the general education requirements at UVU if they have who  
324 has earned an ~~Associate of Arts or Associate of Science~~ AA/AS or higher degree or has  
325 completed all general education requirements at a USHE institution, ~~will meet the general~~  
326 education requirements at UVU.

327 **5.15.2.35.5.2.3** In some specialized associate degree programs, students may not have completed  
328 all general education requirements and will need to complete those requirements prior to  
329 graduating with a bachelor's degree.

### 330 **5.15.35.5.3 Transfer of Non-USHE General Education Credits**

331 **5.165.5.3.1** A student who transfers to UVU with a completed AA/AS degree from an accredited  
332 institution will have their transcript reviewed to ensure they have successfully completed  
333 relevant courses in the three core general education areas required of USHE students: written  
334 communication, quantitative literacy, and American institutions. While UVU will honor  
335 transferred associate degrees, students must fulfill any deficiencies in these three core areas as  
336 determined by UVU.

337 **5.16.1.15.5.3.2** With the exception of the USHE-required core general education areas, which  
338 must be completed with direct equivalents, UVU shall honor general education coursework from  
339 accredited institutions outside of USHE even in cases where this coursework may not transfer  
340 as a direct equivalent to a current UVU general education course.

341 **5.175.5.3.3** A student ~~who~~ will be required to successfully complete prerequisite requirements if  
342 they enters UVU with a completed AA/AS ~~degree, but~~ degree but is are deficient in lower-  
343 division ~~per~~ prerequisite courses required for their major, ~~will be required to successfully complete~~  
344 prerequisite requirements.

345 **5.17.15.5.3.4** If the courses within the transferable degree are not considered to be transferable or  
346 general education courses, the classes and the degree may not be recognized, and courses will be  
347 evaluated individually for transferability and equivalency.

348 **5.17.25.5.3.5** Transfer credits or degrees from non-accredited institutions may be accepted  
349 through exceptions by individual departments.

### 350 **5.185.6 Military Transcripts**



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351 [5.195.6.1](#) Joint Service Transcripts (JSTs) will be evaluated using the recommendations provided  
352 by the American Council on Education (ACE). Each military course determined to be a direct  
353 equivalent to a UVU course and directly related to the student's specific program of study shall  
354 be awarded credit.

355 [5.19.1-15.6.2](#) Students may be awarded additional credit from their JST by submitting, through  
356 their academic advisor, a request to the Registrar's Office. Students should communicate  
357 regularly with the Veteran's Success Center regarding how credits awarded affect military  
358 benefits.

359 [5.205.6.3](#) Specialized institutions, such as the Community College of the Air Force (CCAF), that  
360 maintain accreditation recognized by CHEA or USDE are evaluated through the standard  
361 transfer credit evaluation process.

### 362 [5.215.7](#) International and Foreign Institutions

363 [5.225.7.1](#) The Registrar's Office, working with department academic advisors and faculty, is  
364 authorized to evaluate credit from foreign colleges and/or universities after a student has been  
365 admitted to UVU. Students requesting transfer of credit from foreign institutions of higher  
366 education must submit a transcript from an approved foreign credentials evaluation service.  
367 Information regarding these services can be found on the Transfer Credit website.

368 [5.235.7.2](#) Transfer courses from international and foreign institutions are not calculated in a  
369 student's university GPA.

### 370 [5.245.8](#) Course Repeats

371 [5.255.8.1](#) Students wishing to retake a course to earn a better grade may do so. Students must  
372 register and pay for the course as usual. The highest grade earned is the grade that is calculated  
373 into the GPA. All other attempts are excluded from the GPA calculation. The repeat is indicated  
374 on the student's transcript (E = Exclude from GPA, I = Include in GPA). Each attempt will  
375 remain on the records, ensuring a true and accurate academic history.

376 [5.25-15.8.2](#) Repeats are not posted on any class from which the student has withdrawn.

377 [5.25-25.8.3](#) Courses can be accepted from other institutions for the purpose of posting a repeat of  
378 a course previously taken at UVU. While transfer courses are not calculated into a student's  
379 GPA, when a transfer course is the highest earned grade for a course, it shall apply to a student's  
380 graduation requirements and the lowest attempt(s) of the course shall be excluded from GPA  
381 calculations. No additional credit is allowed for repeating a course in which the initial grade was  
382 passing unless the course number ends in the letter suffix "R" or "Z" (a course designed to be  
383 repeatable for credit).



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384 **5.9 Questions about this Policy**

385 **5.9.1** Students with questions about how this policy applies to their circumstances are  
386 encouraged to meet with their academic advisor.

387 **5.9.2** General questions about this policy should be directed to the Registrar's Office; contact  
388 information for this office can be found on its website [-](#).

389

Policy Office Draft



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>POLICY HISTORY</b>		
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
	Revisions made to align with USHE policies R401 and R402. Regular process.	UVU Board of Trustees

390

Policy Office Draft

**2.112.14 EXECUTIVE SUMMARY:**

## Policy 522 Undergraduate Credit and Transcripts

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**Date:** October 21, 2024  
**Sponsor:** Michelle Kearns  
**Steward(s):** Laurie Sharp  
**Policy Process:** Regular  
**Policy Action:** Revision  
**Policy Office Editor:** Cara O’Sullivan  
**Embedded Attorney:** [Click here to enter the name of the embedded attorney from OGC.](#)

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**Issues/Concerns (including fiscal, legal, and compliance impact):**

Recent changes made to USHE R401, *Approval of New Programs, Program Changes, Discontinued Programs*, and R402, *Certificate and Degree Award Structures, Program Reports* are not reflected in institutional policy. *Changes, Discontinued Programs*, and the aspects within the new policy, R402, *Certificate and Degree Award Structures, Program Reports*, are not reflected in institutional policy. For example, the nomenclature for certificates has changed, credit requirements for specific programs, and a new program category was instituted. This revision aims to align UVU Policy 522, *Undergraduate Credit and Transcripts* with these changes.

**Suggested Changes:** Currently UVU requires 40 credits of upper-division for 90-credit bachelor's degrees. This is an institutional requirement; the drafting committee will explore reducing this to 30 credits for the 90-credit bachelor's degrees.

**Requested Approval from President’s Council: Stage 1**

**Proposed Drafting Committee:** Laurie Sharp, Kyle Hicken, Eric Humphrey, Eric Russell

**Target Date for Stage 1 Draft to Enter Stage 2:** [Click here to enter a date.](#)

**Target Date for Board of Trustees Review:** [Click here to enter a date.](#)

**Projected Timeline:** [Leave blank. To be filled in by the Policy Office.]




## Equity Assessment Committee (EAC) Worksheet

**NOTE:** This form is for internal use only by the EAC and policy sponsors/stewards/coordinators. This form captures general equity concerns and those that impact the specific groups listed. The Equity Assessment Findings and Reponses Summary form accompany the Stage 1 draft.

<b>Policy Number:</b> 22	<b>Policy Title:</b> Undergraduate Credit and Transcripts
<b>EAC Review Date:</b> 12/06/24	<b>Policy Sponsor:</b> Michelle Kearns
<b>Date Completed by Policy Sponsor/Steward/Coordinator:</b>	<b>Policy Steward:</b> Alexis Palmer

### UVU Scope (Groups impacted):

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Adult learners</li> <li>Age (40+)</li> <li>Color</li> <li>First-generation student status</li> <li>Individuals with apparent or non-apparent disabilities</li> <li>National origin and citizenship status</li> </ul> | <ul style="list-style-type: none"> <li>Pregnancy, pregnancy-related conditions</li> <li>Race and ethnicity</li> <li>Religion, spirituality, and worldviews</li> <li>Sex, gender identity, and gender expression</li> <li>Sexual orientation</li> <li>Socioeconomic status</li> <li>Veteran status (including uniformed military status)</li> </ul> |
|---|--|

Section	Groups Impacted	General Equity	Equity Concern	Equity Recommendation	Policy Sponsor/Steward/Coordinator Proposed Solution
			No concerns.		