

Utah Tech University Policy

526: Academic Transfer



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I. Purpose

- 1.1 To establish policy and procedures for academic transfer to Utah Tech University (“the University”).

II. Scope

- 2.1 This policy stipulates how students transferring from outside colleges and universities will be implemented at Utah Tech University (DSU).

III. Definitions

- 3.1 **Articulation agreement:** An officially approved document that matches course content and credit between two or more higher education institutions.
- 3.2 **Official Transcript:** An official record of a student’s academic performance. Official transcripts are required for the admission process.
- 3.3 **Regionally accredited:** Colleges and universities that meet acceptable levels of quality and performance as demonstrated through accreditation (or being a candidate for accreditation) by one of the regional accrediting associations recognized by the United States Department of Education.
- 3.4 **Transfer:** Moving one’s enrollment from one post-secondary institution to another.
- 3.5 **Transfer credit:** Academic credit hours earned at one institution being accepted at another college or university.
- 3.6 **Unofficial transcript:** A copy of original official transcript, received by fax, or unsealed envelope opened prior to being submitted to the University Registrar’s Office; this includes Electronic Transcripts not sent directly

from the sending institution to the University.

IV. Policy

4.1 Students Transferring to the University

- 4.1.1 Students transferring to the University must supply an official transcript from all colleges/institutions they have attended.
- 4.1.2 The University awards credit for competencies as measured by standard examinations such as the Advanced Placement program (AP), and the College Level Examination Program (CLEP).
 - 4.1.2.1 Specific exams accepted by the University, minimum score requirements, and the amount of credit granted are posted in the University catalog.
- 4.1.3 A student's official transcript will be evaluated by the Registrar's Office to determine the applicability and transferability of the credits.
- 4.1.4 Transcript evaluation may not take place until the student has been admitted as a degree-seeking student.
- 4.1.5 To be accepted, transfer credits must:
 - 4.1.5.1 be college level (not remedial, developmental, or pre-college).
 - 4.1.5.2 be completed with a grade of D- or better.
- 4.1.6 Where no articulation agreement exists, the University academic departments are responsible for determining course equivalencies in their subject area.
 - 4.1.6.1 Transfer credit may be limited in amount, age, or by a University academic department.
 - 4.1.6.2 Students may be asked to supply information from a college catalog, bulletin, syllabus, and/or course outline to aid in the evaluation of a transcript or a particular course.
- 4.1.7 Transfer credit may be accepted from other institutions for the purpose of posting a repeat on a course already taken at the University, providing the transfer course is equivalent as established by one of the following:
 - 4.1.7.1 Articulation agreements between the two institutions.

- 4.1.7.2 Acceptance by the appropriate department chair.
- 4.1.8 Transfer credit earned at a 1000 or 2000 level usually does not substitute for a 3000 or 4000 level class at the University.
 - 4.1.8.1 Exceptions may be permitted when the course is equivalent to the University course and requires the approval of the program director/department chair and dean.
- 4.1.9 The University reserves the right to deny credit for courses that are not compatible with those offered in its academic programs. The following types of courses will not be awarded University credit:
 - 4.1.9.1 Courses that provide religious instruction in a particular doctrine.
 - 4.1.9.2 Courses offered for non-credit continuing education units.
- 4.1.10 Transfer credits are calculated in the student's cumulative GPA.
- 4.2 Students Transferring from a Utah State Higher Education (USHE) Institution
 - 4.2.1 General Education Credits: Articulation agreements exist between all USHE institutions regarding transfer of general education credit as specified in Utah Board of Higher Education policy R470. Courses that meet a General Education requirement at the sending institution are accepted in fulfillment of that GE requirement at the University.
 - 4.2.2 General Education Completion: Students who have fulfilled the General Education requirements at a USHE institution will be considered to have fulfilled the General Education requirements at the University.
 - 4.2.3 General Education fulfillment is exemplified by one of the following:
 - 4.2.3.1 Receipt of an Associate of Arts or Associate of Science degree.
 - 4.2.3.2 Registrar's "Letter of Completion" of general education completion.
 - 4.2.3.3 Receipt of a General Education Certificate.
 - 4.2.4 Non-General Education Credit: All credits numbered 1000 or above are entered onto the student's University transcript. Transfer

classes are evaluated on an individual basis.

4.2.4.1 Courses equivalent to University courses will be entered as such.

4.2.4.2 Individual courses not equivalent to University courses will be entered as elective credit.

4.3 Student Transferring from a Regionally Accredited Institution in the U.S.

4.3.1 If the sending institution is regionally accredited, all credits are entered on the student's University transcript. Transfer classes are evaluated on an individual basis.

4.3.1.1 Courses equivalent to Utah Tech courses will be entered on the University transcript with the appropriate University course, title and number.

4.3.1.2 Individual courses not equivalent to University courses will be entered as elective credit.

4.3.1.3 Associate of Arts or Associate of Science degrees earned at regionally accredited institutions as well as General Education Certificates or General Education "Letter of Completion" submitted by the Registrar's Office at said institutions will be accepted by the University in meeting General Education requirements with the following exception:

4.3.1.3.1 Students must meet the University and Utah Board of Higher Education requirements in three core areas: math, composition, and American institutions.

4.4 Student Transferring from a Non-Regionally Accredited Institution in the U.S.

4.4.1 If the sending institution is not regionally accredited as described in definition 3.3 of this policy, including career and technical institutions, transfer credits may be accepted if approved after evaluation by the appropriate academic department chair.

4.4.1.1 Associate's degrees from non-regionally accredited institutions are not recognized as fulfilling University General Education requirements.

4.4.1.1.1 Individual courses may be approved by the appropriate academic department chair as fulfilling General

Education requirements.

4.4.1.2 Articulation agreements between Utah Tech and non-regionally accredited institutions may exist.

4.5 Students Transferring from Institutions Outside the U.S.

4.5.1 If the sending institution is outside the United States, all college transcripts must be submitted through an approved credentials service. (See University Policy 501)

4.5.2 The University Registrar's Office and appropriate academic departments will then determine any course equivalencies. Translated syllabi or course outlines may be required to determine equivalencies.

4.6 Military Credit

4.6.1 The University may or may not award credit based on military transcripts. To determine if credit may be awarded, students must:

4.6.1.1 send official military transcripts to the University Registrar's Office.

4.6.2 Military course credit may be accepted based on these conditions:

4.6.2.1 ACE recommendations from the Guide to the Evaluation of Education Experiences in the Armed Services.

4.6.2.2 Review by the academic department.

4.6.3 Credit for Military Occupational Specialty (MOS) Codes will only be awarded when they directly correlate with a University course.

4.6.4 Military credits are not included in any GPA calculation.

4.7 Students Transferring from Utah Tech University

4.7.1 Students planning to transfer from Utah Tech to another college or university are individually responsible for determining the transferability of their courses.

4.7.1.1 Students should contact the other college or institution to verify transferability, entrance standards, and program requirements.

4.7.2 Transfer to another institution within USHE:

- 4.7.2.1 General Education Credit: Articulation agreements exist between all USHE institutions regarding transfer of General Education credit as specified in Utah Board of Higher Education Policy R470.
- 4.7.2.2 General Education Completion: Students who have fulfilled all the General Education requirements at a USHE institution will be considered to have fulfilled the General Education requirements at any USHE institution. General Education fulfillment is exemplified by one of the following:
 - 4.7.2.2.1 Receipt of an Associate of Arts or Associate of Science degree.
 - 4.7.2.2.2 General Education Certificate.

V. References

- 5.1 University Policy 501: Admission to the Institution
- 5.2 University Policy 523: Extra-Institutional Credit
- 5.3 University Policy 524: Graduation
- 5.4 Utah Board of Higher Education Policy R470, General Education, Common Course Numbering, Lower- Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination

VI. Procedures – N/A

VII. Addenda – N/A

Policy Owner: Vice President for Academic Affairs and Provost
Policy Steward: Associate Provost for Academic Success

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