

# Utah Tech University Policy

## 523: Extra-Institutional Credit



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### I. Purpose

- 1.1 To describe the tests and conditions under which students may be awarded credit at Utah Tech University (“the University”).

### II. Scope

- 2.1 Applies to any student seeking to receive credit for extra-institutional tests or competencies.

### III. Definitions

- 3.1 **Extra-institutional:** occurring outside the authority of Utah Tech University
- 3.2 **Prior Learning Credit:** learning that is equal to college-level learning but was acquired outside of a traditional educational setting.

### IV. Policy

- 4.1 Duplication of Credit
  - 4.1.1 Once a student receives a grade in a course (A – F, AU, W, etc.), no extra-institutional credit can be applied to that course.
  - 4.1.2 Credit for coursework earned through a single mechanism cannot be duplicated through any other mechanism for earning credit.

## 4.2 Posting of Extra-Institutional Credit

- 4.2.1 Only matriculated University students are eligible to receive credit by examination or prior learning credit. All credit by examination or prior learning credit is graded “Pass” and will not count in the calculation of a student’s grade point average.
- 4.2.2 In compliance with accreditation standards, credit by examination and prior learning credit can comprise no more than 25% of the total credits required for a degree.
  - 4.2.2.1 No more than 15 extra-institutional credits can be applied toward the requirements of any associate’s degree.
  - 4.2.2.2 No more than 30 extra-institutional credits can be applied toward the requirements of any bachelor’s degree.
  - 4.2.2.3 In no case shall more than 30 extra-institutional credits be posted to an individual student’s transcript.
- 4.2.3 Annually, the Registrar’s Office will submit tables of the type and amount of credit given for examinations to Academic Council for approval prior to publication in the University catalog.
- 4.2.4 Transfer credit by examination will be accepted from regionally accredited institutions under the following circumstances:
  - 4.2.4.1 Transfer credit by examination will be accepted and posted to the University transcript only when the University accepts the specific exam and score. Other tests, scores, and credits will not be posted.
  - 4.2.4.2 If the transfer institution awarded credit for specific courses based on exam scores, those courses will be articulated according to the current University standards and procedures if the same exam and score are awarded credit at Utah Tech.
  - 4.2.4.3 If specific courses were not posted to the transcript, the exam score will be evaluated based on the current University standards.

- 4.2.4.4 If the test score does not appear on an official transcript, the Registrar's Office must receive official verification of the exam date and score. The specific exam and score will be evaluated according to current University standards and procedures and credit will be awarded accordingly.

### 4.3 Types of Extra-Institutional Credit

- 4.3.1 In compliance with State of Utah, Utah Board of Higher Education, and accreditation standards, guidelines, and regulations, Utah Tech may award the following types of extra-institutional credit:

- 4.3.2 International Baccalaureate (IB) Credit

- 4.3.2.1 Students completing IB examinations may receive credit in accordance with the table published in the current University catalog.
- 4.3.2.2 Students completing the IB diploma will receive 30 semester credits and an automatic waiver of General Education requirements except for Mathematics, English Composition, and American Institutions.
  - 4.3.2.2.1 Those three (3) areas of General Education may be fulfilled dependent on the individual scores received in those areas, at the discretion of the departments housing those courses.
- 4.3.2.3 Students must submit official documentation to the Registrar's Office and request that the credit be recorded on their University transcript.
- 4.3.2.4 A posting fee may be required.

- 4.3.3 Advanced Placement (AP) Credit

- 4.3.3.1 Students completing AP examinations may receive credit in accordance with the table published in the current University catalog.
- 4.3.3.2 Students must submit official documentation to the Registrar's Office and request that the credit be recorded

on their University transcript.

4.3.3.3 A posting fee may be required.

#### 4.3.4 College Level Examination Program (CLEP) Credit

4.3.4.1 Students completing CLEP examinations may receive credit in accordance with the table published in the current University catalog.

4.3.4.2 Students must submit official documentation to the Registrar's Office and request that the credit be recorded on their University transcript.

4.3.4.3 A posting fee may be required.

#### 4.3.5 Vertical Foreign Language Credit

4.3.5.1 Students who have completed advanced foreign language courses are eligible for Vertical Foreign Language Credit.

4.3.5.2 After receiving a grade of "C" or higher in a foreign language designated by the foreign language program, students may receive credit for the preparatory coursework in that language.

4.3.5.3 A maximum of 16 lower-division credits will be awarded.

4.3.5.4 A Vertical Credit report will be sent to the Registrar's Office by the Foreign Language Department each semester. Students must request that the Vertical Credit be recorded on their University transcript.

4.3.5.5 A posting fee may be required.

#### 4.3.6 BYU Foreign Language Assessment Testing Service (FLATS) Credit

4.3.6.1 Students passing FLATS tests in an approved language may receive up to 12 credits.

4.3.6.2 Students must submit official documentation to the Registrar's Office and request that their credit be recorded on the University transcript.

4.3.6.3 A posting fee may be required.

4.3.7 American Council on Education (ACE) - Evaluated Military Credit

4.3.7.1 Students who have completed basic training as evidenced by their DD 214 form may receive three (3) credits of Military Physical Education credit.

4.3.7.2 Pursuant to Utah Code Annotated §53B-16-107, students who have completed specific military service and training may receive credit based on the ACE recommendations found in the “Guide to the Evaluation of Education Experiences in the Armed Services” or by other means designated by the University or the Utah Board of Higher Education.

4.3.7.3 Students must submit military transcripts to the Veteran’s Coordinator in order to have the courses and credit evaluated. Students must discuss with an advisor the applicability of such credit to program requirements and any potential financial aid implications.

4.3.7.4 A posting fee may be required.

4.3.8 Prior Learning Credit

4.3.8.1 Prior learning credit may only be granted for the following reasons and in the following circumstances:

4.3.8.1.1 Students desiring prior learning credit must be matriculated into a baccalaureate program.

4.3.8.1.2 Credit is awarded for learning that can be demonstrated, not for experience alone.

4.3.8.1.3 Credit for prior learning may be granted only at the undergraduate level.

4.3.8.1.4 Credit may be granted only for documented learning which ties the prior experience to the theories and data of the relevant academic fields.

- 4.3.8.1.5 Credit may be granted only for documented learning which falls within the scope of the regular curricular offerings of the University.
- 4.3.8.1.6 Credit for prior learning will be graded “Pass,” will not count in the calculation of a student’s grade point average, and will be clearly identified as prior learning on the transcript.
- 4.3.8.1.7 Prior learning credit may not fulfill major or degree requirements outside of the program that awarded such credit.
- 4.3.8.2 Students desiring assessment of prior learning to determine credit must prepare a portfolio that will be evaluated by full-time teaching faculty who are appropriately qualified in the specific area of study. Such submissions and evaluation will take place according to the standards and procedures approved by the University Academic Council.
- 4.3.8.3 Students may not seek credit for prior learning for any subject covered in a college-level course for which they have previously received a grade.
- 4.3.8.4 The University makes no guarantee regarding the transferability of prior experiential learning credits to other institutions.
- 4.3.8.5 The University reserves the right not to accept prior learning credit from institutions outside of the USHE system in fulfillment of requirements or as electives.
- 4.3.8.6 Evaluation and posting fees may be required.
- 4.3.9 Credit Awarded for Applied Technology Instruction Programs
  - 4.3.9.1 In accordance with Utah Board of Higher Education policy R473, students enrolled in an Associate of Applied Science General Technology degree program may be awarded 30

credits toward that degree dependent upon a specific articulation agreement approved by the University Academic Council.

4.3.9.2 The University General Education and all other program requirements must be successfully completed before any credit will be awarded.

4.3.9.3 Such credit will be graded “Pass” and will not count in the calculation of a student’s grade point average.

4.3.9.4 A posting fee may be required.

#### 4.3.10 Challenging Courses for Credit

4.3.10.1 A matriculated student in good standing who is able to provide evidence of prior learning that fulfills the student learning outcomes of a course may request to challenge that course for credit by successfully completing a comprehensive assessment or examination under the following circumstances:

4.3.10.1.1 The student must be enrolled in the course and may only challenge during the first two weeks of the semester.

4.3.10.1.1.1 If a student has ever received a grade in a course (A – F, AU, WF, etc.), they cannot challenge that course.

4.3.10.2 The instructor and the department chair agree that a challenge is appropriate for the course and that the assessment or examination is an acceptable measure of the course’s student learning outcomes.

4.3.10.2.1 If the department chair is the instructor, the approval of the dean is required.

4.3.10.3 An examination fee may be required.

4.3.10.4 A student who successfully challenges a course will receive the grade indicated by the assessment or examination score. Final grades will be entered according to the semester schedule.

#### 4.3.11 Testing Out of Courses with No Credit

4.3.11.1 A limited number of competency-based courses that fulfill institutional requirements offer students the option of passing a test to fulfill the requirement in lieu of enrolling in the course.

4.3.11.2 If the student fails the examination, nothing is posted to the transcript.

4.3.11.3 If the student earns a passing score on the examination, fulfillment of the requirement is noted on the transcript but no credit or grade is awarded.

4.3.11.4 There may be a fee to take the examination, but no posting fee will be applied since no credit is awarded.

4.3.11.5 Courses currently offering this option are listed in the University catalog.

#### 4.3.12 Other Extra-Institutional Credit

4.3.12.1 Other extra-institutional credit may be given on a case-by-case basis once it is evaluated by the Registrar and Dean or Department Chair.

## **V. References**

5.1 R470, General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination

5.2 R471, Credit for Prior Learning

5.3 R473, Standards for Granting Academic Credit for CTE Course Work Completed in Non-Credit Instructional Formats



**VI. Procedures** - N/A

**VII. Addenda** – N/A

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

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