



UTAH VALLEY UNIVERSITY Policies and Procedures

POLICY TITLE	Undergraduate Credit and Transcripts	Policy Number	522
Section	Student Affairs	Approval Date	June 21, 2024
Subsection	Academic Standards, Credits, and Grades	Effective Date	June 21, 2024
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

1.1 This policy establishes minimum credit hours, residency, and GPA requirements for obtaining an academic award at UVU.

2.0 REFERENCES

- 2.1 Northwest Commission on Colleges and Universities *Credit Hour Policy*
- 2.2 Utah Board of Higher Education Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*
- 2.3 Utah Board of Higher Education Policy R470 *General Education*
- 2.4 Utah Board of Higher Education Policy R471 *Lower Division Major Requirements and Transfer of Credits*
- 2.5 Utah Board of Higher Education Policy R472 *Credit for Prior Learning*
- 2.6 UVU Policy 503 *Add/Drop/Withdraw*
- 2.7 UVU Policy 523 *Grading*
- 2.8 UVU Policy 525 *Credit for Prior Learning*
- 2.9 UVU Policy 526 *Student Record Adjustments and Refund Requests*
- 2.10 UVU Policy 610 *Credit Hour*

3.0 DEFINITIONS

3.1 **Academic awards:** Completed credentials ranging from diplomas and certificates to doctoral degrees.



UTAH VALLEY UNIVERSITY Policies and Procedures

3.1.1 Certificate of proficiency: A program of study that prepares students for an occupation. It does not require but may include general education courses. It consists entirely of undergraduate courses but does not require prerequisite courses, conditions, or degrees for admission to the program.

3.1.1.1 Institutional certificate of proficiency: A program of study that requires less than 30 semester credit hours (or 900 clock hours) and is not eligible for federal financial aid.

3.1.2 Certificate of completion: A program of study that prepares students for an occupation. These programs require a recognizable general education core in communication, computation, and human relations. The general education core may be embedded within program courses. It consists entirely of undergraduate courses but does not require prerequisite courses, conditions, or degrees for admission to the program.

3.1.3 Diploma: An academic award achieved after completing classes in a specialty area, which often includes applied training.

3.1.4 Associate of applied science (AAS) degree: A program of study that includes limited general education coursework and subject-specific coursework that is intended to prepare students for entry-level careers.

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

3.1.5.1 Specialized associate degree: A program of study that includes extensive, specialized coursework and is 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.

3.1.6 Baccalaureate degree: A bachelor of arts (BA), bachelor of science (BS), or bachelor of applied science (BAS) degree; programs of study that include general education and major course work, and prepare students for employment in a career field and responsible citizenship. Students can typically complete these degrees in four years of full-time study. Baccalaureate degrees require a minimum of 120 and a maximum of 126 semester credit hours.

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

3.1.7 Minor: A grouping of related courses that are deemed to be a student's secondary field of specialization during undergraduate studies.



UTAH VALLEY UNIVERSITY

Policies and Procedures

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

3.3 College-Level Examination Program (CLEP): A College Board program using standardized tests that assess college-level knowledge in specific subject areas.

3.4 Course levels: Undergraduate courses are divided into lower-division, upper-division, and advanced upper-division levels.

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

3.4.2 Upper-division courses (3000–4999): Courses for students usually beyond their first two years of study in college that integrate and build on 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.

3.4.3 Advanced upper-division courses (5000-5999): These courses allow for extension beyond bachelor's degree requirements, preparation for a graduate degree, or a natural connection between the two. Content requires significant independent thinking on the student's part and offers opportunity for specialized seminars, directed reading, independent study, and research.

3.5 Course substitution: A course that replaces a required course in an individual student's program of study, provided the substitution meets the content and/or outcomes of the required course.

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

3.7 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.

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



UTAH VALLEY UNIVERSITY Policies and Procedures

3.9 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.

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

3.11 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.

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

3.12.1 Personal service member data

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

3.12.3 Military occupations—full descriptions, skill levels, and credit recommendations

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

3.12.5 Other learning experiences (OLE)—additional completed courses and occupations not evaluated by ACE for college credit

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

3.14 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.

3.15 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.



UTAH VALLEY UNIVERSITY Policies and Procedures

4.2 Requirements for Academic Awards

4.2.1 Utah Board of Higher Education Policy R401 stipulates that a candidate for an academic award shall complete a specific number of credit hours. Additionally, UVU requires that a specific number of credit hours are earned in residency. The requirements are as follows:

Academic Award	Credit Hours Required for Completion (R401)	Credit Hours Required in Residency (UVU)
Institutional certificates of proficiency	1–29	25% of earned credit hours (rounded up)
Certificates of proficiency	16–29	25% of earned credit hours (rounded up)
Certificates of completion	30–33	10
Diplomas	49+	20
Associate of applied science degrees	63–69 (some disciplines may require more due to specialized accreditation)	20
Associate of arts or associate of science degrees	60–63	20
Specialized associate degrees	68–85	20
Baccalaureate degrees	120–126 credit hours, 40 of which shall be upper-division credits	30

4.2.2 College/school deans and academic department chairs determine the number of course substitutions allowed per academic award.

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.

4.4 Multiple Academic Awards

4.4.1 Students may earn multiple certificates.

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

4.4.2.1 The requirements for each degree must be fully satisfied.



UTAH VALLEY UNIVERSITY Policies and Procedures

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

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

4.4.3.1 The requirements for each degree must be fully satisfied.

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

4.5 Multiple Emphases

4.5.1 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:

4.5.1.1 Departmental approval is required for each emphasis.

4.5.1.2 The requirements for each emphasis must be fully satisfied.

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

4.6 Double Majors (One Degree with Two Majors)

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

4.6.2 Students shall apply for graduation for only one degree type, such as a bachelor's of science or bachelor's of arts, when applying for a double major. The degree type shall match the primary declared major.

4.6.3 To be awarded a double major, students shall complete both programs during or before 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.

4.6.4 Both majors must be from the same catalog year.

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



UTAH VALLEY UNIVERSITY Policies and Procedures

4.7 GPA Requirements

4.7.1 A cumulative GPA of 2.0 (“C”) is required for graduation.

4.7.2 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 Internship Credit

5.1.1 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.

5.2 Credit for Standardized Exams

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

5.2.2 All accepted scores and equivalencies are determined by the Utah Board of Higher Education and are published on the university’s website.

5.2.3 Grades shall be awarded as “CR” and shall not be calculated in the student’s GPA.

5.2.4 Duplicate credit for tests and coursework shall not be applied.

5.3 Transfer Credit

5.3.1 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.

5.3.2 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.



UTAH VALLEY UNIVERSITY Policies and Procedures

5.3.3 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.

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

5.3.5 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.

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

5.3.7 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 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 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.

5.3.8 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.

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

5.3.10 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*.



UTAH VALLEY UNIVERSITY Policies and Procedures

5.4 Transfer of General Education Credits

5.4.1 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:

5.4.1.1 Core: written communication, quantitative literacy, and American institutions.

5.4.1.2 Breadth: arts, humanities, life sciences, physical sciences, and social and behavioral sciences.

5.4.2 Transfer of USHE General Education Credits

5.4.2.1 For students transferring from any Utah System of Higher Education (USHE) institution 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 coursework approved by the sending institution, provided it meets minimum grade requirements.

5.4.2.2 A student who has earned an Associate of Arts or Associate of Science or higher degree or has completed all general education requirements at a USHE institution, will meet the general education requirements at UVU.

5.4.2.3 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.

5.4.3 Transfer of Non-USHE General Education Credits

5.4.3.1 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.

5.4.3.2 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 they may not transfer as a direct equivalent to a current UVU general education course.

5.4.3.3 A student who enters UVU with a completed AA/AS degree, but is deficient in lower-division prerequisite courses required for their major, will be required to successfully complete prerequisite requirements.



UTAH VALLEY UNIVERSITY Policies and Procedures

5.4.4 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.

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

5.5 Military Transcripts

5.5.1 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.

5.5.1.1 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.

5.5.2 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.

5.6 International and Foreign Institutions

5.6.1 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.

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

5.7 Course Repeats

5.7.1 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.

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



UTAH VALLEY UNIVERSITY Policies and Procedures

5.7.3 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.

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		
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



POLICY TITLE	Graduate Program Continuation, Credit, and Graduation Requirements	Policy Number	524
Section	Student Affairs	Approval Date	June 21, 2024
Subsection	Academic Standards, Credits, and Grades	Effective Date	June 21, 2024
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 This policy establishes the University’s continuation, credit, and graduation requirements for graduate programs.

2.0 REFERENCES

- 2.1 Northwest Commission on Colleges and Universities (NWCCU) Standards for Accreditation § 1.C
- 2.2 Utah Board of Higher Education Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*
- 2.3 Utah Board of Higher Education Policy R475, *Common Course Numbering*
- 2.4 UVU Policy 525 *Credit for Prior Learning*
- 2.5 UVU Policy 541 *Student Code of Conduct*
- 2.6 UVU Policy 548 *Academic Rights and Responsibilities of Healthcare and Counseling Clinical Program Students*
- 2.7 UVU Policy 605 *Curriculum Process*
- 2.8 UVU Policy 658 *Establishment and Administration of Graduate Programs*

3.0 DEFINITIONS

3.1 **Accredited institution:** An institution of higher learning that has been granted accreditation status by a regional or national accrediting agency within a scope of authority approved by the U.S. Department of Education.



3.2 Combined master's degree program: Bachelor's and master's degree programs that can be completed simultaneously by a graduate student who is admitted into the combined master's degree program.

3.3 Endorsement courses: A group of courses that prepares K–12 teachers or teacher candidates for specific area certification/endorsement by the Utah State Board of Education.

3.4 Full-time graduate student: Graduate students registered for nine credits or more per semester or summer. A nine-credit hour minimum load is generally accepted by sponsoring agencies for certifying full-time status. Graduate students are considered half-time graduate students when registered for four or more credits and less than nine credits per semester or summer.

3.5 Graduate student: For the purposes of this policy, a student who is admitted to a graduate program and is taking graduate courses, or a student who holds a bachelor's degree or above and who has been admitted as a non-matriculated graduate student and is taking graduate courses.

3.6 Joint master's degree program: Two master's degree programs that can be completed simultaneously by a graduate student admitted into the joint master's degree program.

3.7 Non-matriculated graduate student: A graduate student enrolled for credit but not admitted into a UVU graduate program.

4.0 POLICY

4.1 Requirements for Enrollment in Graduate-Level Courses

4.1.1 Only UVU graduate students are permitted to enroll in graduate-level courses.

4.1.2 Graduate students are not permitted to register for more than 17 credit hours per semester unless the graduate program director approves an exception.

4.2 Requirements for Graduation in Graduate Programs

4.2.1 To earn a master's degree, students must complete a minimum of 30 credit hours of graduate coursework beyond the bachelor's degree.

4.2.2 To earn a graduate certificate, students must complete a minimum of 9 and a maximum of 29 credit hours of graduate coursework beyond the bachelor's degree.

4.2.3 Second Graduate Degree Requirements

4.2.3.1 Students may earn a second master's degree at UVU but must meet all degree requirements for both graduate degrees. When a course is required for both graduate degrees,



taking the required course satisfies both requirements. However, the total number of credits for the second master's degree must be at least 15 credit hours beyond the credit hours required for the first master's degree.

4.2.4 Joint Master's Degree Programs

4.2.4.1 Joint master's degree programs shall be approved through the University curriculum process and through the process stated in Section 4.2.4.2 and published in the university catalog.

4.2.4.2 The graduate program committees of the master's programs participating in the joint master's degree program shall develop multi-year coordinated course offering schedules that allow students to complete the joint master's degree program in a reasonable time frame communicated by the joint master's degree program. This schedule shall be reviewed and approved by both graduate program directors, the dean(s) associated with the master's degree programs, and the Graduate Council. This approval must occur during the curriculum approval process. Any changes to the course offering schedule must be approved by both graduate program directors and the dean(s) associated with the master's degree programs.

4.2.4.3 Joint master's degree programs must consist of a minimum of 45 total graduate credit hours combined. Each master's degree in the joint program must be at least 15 credit hours.

4.2.4.4 A student must be admitted into the joint master's degree program to earn the master's degrees concurrently. Students must receive admission approval from both master's degree programs to be admitted into the joint master's degree program.

4.2.4.5 Students must meet all degree requirements for both master's degrees. Each master's degree may list required courses in the other joint degree program as elective courses in its degree program. When a course meets the required or elective course requirements of both master's degrees, another course is not substituted; taking the course satisfies the requirements of both master's degrees.

4.2.4.6 Students must complete the joint master's degree programs simultaneously. Students may withdraw from the joint master's program and remain in one of the master's degree programs without penalty.

4.2.4.7 A student shall be awarded two master's degrees after successfully and simultaneously completing the joint degree program.



4.2.5 Combined Master's Degree Programs

4.2.5.1 In accordance with UVU Policy 658 *Establishment and Administration of Graduate Programs*, combined master's degree programs shall be approved through the university curriculum process and published in the university catalog.

4.2.5.2 Combined master's degree programs allow students to complete a bachelor's and a master's degree concurrently.

4.2.5.3 A minimum of 30 credit hours of graduate coursework beyond the bachelor's degree is required for the master's degree.

4.2.5.4 Graduate coursework will not be applied to meet bachelor's degree requirements except for graduate programs that require more than 30 credit hours to complete. In these graduate programs, a minimum of 30 credit hours shall be designated as master's degree-only credit hours. The remaining credit hours beyond the minimum 30 master's degree-only credit hours may also be used to fulfill bachelor's degree requirements.

4.2.5.5 Students must meet all degree requirements for both the bachelor's and the master's degrees.

4.2.5.6 A student must be admitted into the combined master's degree program to earn the bachelor's and master's degrees concurrently.

4.2.5.7 A student must have completed 90 semester credit hours of undergraduate courses before beginning a combined master's degree program.

4.2.5.8 A student shall be considered a graduate student while enrolled in the combined master's degree program. This may impact the student's ability to receive financial aid that is normally available for undergraduate students.

4.2.5.9 A student shall be awarded the bachelor's degree and master's degree upon the successful completion of the combined degree program. A student who fails to complete the requirements for the master's portion of the combined degree will still be eligible to be awarded the bachelor's degree by successfully completing all requirements for the related standalone bachelor's degree. A master's degree cannot be awarded before the bachelor's degree is completed.

4.3 Graduate Coursework Completion Time Limits

4.3.1 Students shall complete graduate coursework within six years; individual programs may require graduate coursework to be completed in fewer than six years. Previously earned certificate and endorsement courses completed within a period of six years may count toward the



completion of graduate programs in the School of Education. When extenuating circumstances warrant, a student may request an extension to coursework completion time limits.

4.4 Graduate Graduation Requirements

4.4.1 Credit for courses in which a student earns a grade of “C-” or lower shall not be applied toward any graduate degree or certificate. Individual graduate programs may establish higher minimum grade requirements for individual courses.

4.4.2 A cumulative GPA of 3.0 or higher is required for students to graduate from a graduate program. Individual programs may establish higher GPA requirements.

4.4.3 All graduation requirements for graduate programs will be published in the university catalog.

4.5 Graduate Credit for Prior Learning

4.5.1 Graduate credit for prior learning may be awarded in accordance with Policy 525 *Credit for Prior Learning*, subject to the credit limitations in section 4.7.1 of this policy.

4.6 Transfer Credit for Graduate Programs

4.6.1 Graduate credits from another regionally accredited institution or equivalent are subject to grade and grade-point average minimums, as well as other requirements of the graduate program.

4.6.2 Approved transfer credits will not replace required residency hours.

4.6.3 Approved transfer credits will not be calculated into the student’s UVU GPA

4.6.4 Graduate programs may establish partner agreements with other institutions to accept their graduate course credits. These partner agreements must be approved through official curriculum processes and by the Office of General Counsel and the Provost. These credits will be counted toward a student’s required two-thirds residency hours so they can meet the requirements of section 4.7.1.

4.7 Limitations on Prior Learning Credit and Transfer Credit

4.7.1 To be eligible to graduate from a graduate program, the student must complete a minimum of two-thirds of their graduate program credit hours through the University or its recognized partner institutions. Therefore, a maximum of one-third of graduate program credits used for the master’s degree or graduate certificate may come from a combination of prior learning credit and transfer credit. Individual graduate programs may require students to complete more than two-thirds of graduate program credit hours in their programs. Individual graduate programs may establish stricter prior learning and transfer credit criteria.



4.8 Graduate Student Responsibilities

4.8.1 Graduate students must maintain a minimum cumulative 3.0 GPA to remain in their graduate programs.

4.8.2 Graduate students are subject to the Student Rights and Responsibilities Code contained in Policy 541 *Student Code of Conduct*, and sections 4.8.1, 5.4.1, and 5.4.2 of this policy.

4.9 Graduate Program Requirements

4.9.1 Graduate programs shall be consistent with the University's mission, in keeping with the expectations of its respective disciplines and professions, and described in nomenclature that is appropriate to the levels of graduate and professional degrees offered.

4.9.2 Graduate programs shall differ from undergraduate programs by requiring, among other things, greater depth of study; demands on student intellectual or creative capacities; knowledge of the literature of the field; and ongoing student engagement in research, scholarship, creative expression, and/or relevant professional practice.

4.10 Graduate Tuition

4.10.1 For the purposes of tuition assessment and financial aid, all university students are classified as either graduate or undergraduate students and have their tuition assessed based on that classification regardless of the course level.

4.10.2 Matriculated graduate students are subject to the tuition rate for the graduate program to which they are admitted.

4.10.2.1 For joint master's degree programs, students shall be charged the higher tuition rate of the two programs.

4.10.2.2 For combined master's degree programs, students shall be charged different tuition for courses taken in the combined master's degree program compared to the related separate bachelor's and master's degrees' tuition.

4.10.2.3 Graduate Certificate in Secondary Teaching and Master of Arts in Teaching-Secondary Teaching courses shall be charged the graduate tuition rate. Additional undergraduate courses that are required for state licensure that are taken during this graduate certificate or master's program shall be charged the undergraduate tuition rate.

4.10.3 Non-matriculated graduate students are subject to the graduate tuition rate of the graduate program that offers the class(es) in which the students are enrolled.



5.0 PROCEDURES

5.1 Course-Level Numbering and Acceptability

5.1.1 Graduate courses shall use the following numbering system:

- 1) 6000–6999: Graduate-level courses
- 2) 6800–6899: Graduate seminars (including methodology and research seminars)
- 3) 6900–6999: Directed readings, individual projects, theses, etc.
- 4) 679R: Special topics
- 5) 689R: Internship
- 6) 690R: Independent study
- 7) 696R: Master's individual project
- 8) 697R: Master's thesis research
- 9) 699R: Master's thesis continuing registration

5.1.2 Advanced upper-division courses shall use the following numbering system:

- 1) 5000–5799: Advanced upper-division courses
- 2) 5800–5999: Advanced upper-division courses dedicated to seminars, directed reading, individual projects, etc., by permission of the program director

5.1.3 For purposes of efficiency, an advanced upper-division 5000-level course may be scheduled concurrently with a corresponding 6000-level course, with the two sections meeting together under the same instructor.

5.1.3.1 The 6000-level course and the related 5000-level course shall have the same credit ratios, instructional methods, and last three digits for course numbers. They must also have similar course titles and course descriptions. In addition to the identical learning objectives and assignments required in the 5000-level course, the corresponding 6000-level course shall have additional and substantive learning objectives and assignments approved for graduate-level work beyond those required of students enrolled at the 5000-level.



5.1.3.2 A maximum of twelve credits of 6000-level courses required for a master's degree and a maximum of six credits of 6000-level courses for a graduate certificate may be scheduled simultaneously with 5000-level courses. 5000- and 6000-level courses shall not be scheduled concurrently with courses numbered below the 5000-level.

5.1.4 Credit from 5000-level coursework shall not be used to fulfill master's degree or graduate certificate requirements, except for 5000-level endorsement courses accepted by the School of Education and specific and unusual 5000-level courses identified and approved for that purpose by the Graduate Council and Provost.

5.1.4.1 Except for the Graduate Certificate in Secondary Teaching and Master of Arts in Teaching-Secondary Education programs, credit from 5000-level endorsement coursework shall not exceed nine credits applied toward the completion of an eligible master's degree or three credits applied toward the completion of a graduate certificate program.

5.1.4.2 For the Graduate Certificate in Secondary Teaching or Master of Arts in Teaching-Secondary Education programs, 15 credits of 5000-level Alternative Pathway to Professional Educator Licenses courses may be applied toward completion of these graduate certificate or master's programs.

5.1.5 All 5000-level credits shall be recorded in the student records and on student transcripts as 5000-level courses.

5.1.6 To apply 5000-level endorsement course credit toward an eligible graduate program, a student must earn a grade of "B" or higher in the course and obtain approval from the graduate program director.

5.1.7 Credits from 5000-level endorsement courses shall not be applied toward both undergraduate and graduate degrees/certificates except for specific and unusual 5000-level courses identified and approved by the Graduate Council and Provost.

5.1.8 Credits from undergraduate courses below the 5000-level shall not be applied toward a graduate degree or certificate.

5.2 Extension of Course Completion Time Limits

5.2.1 To request an extension to coursework completion time limits, a student shall submit the request in writing to the graduate program director. The graduate program director may or may not grant the extension. The graduate program director's decision shall be final.

5.3 Graduate Credit Evaluation

5.3.1 Graduate program committees are responsible for evaluating graduate transfer credit and credit from previously completed graduate programs and determining whether these credits are appropriate to the graduate program the student is seeking.



5.3.2 Graduate program committee faculty shall evaluate a student's graduate coursework transcript. The decision of the graduate program committee shall be final.

5.3.3 Following the graduate program committee's evaluation of official transcripts, the graduate program director shall inform the Transfer Credit Office of any approved transfer and/or previously earned graduate credit. The Transfer Credit Office is responsible for posting transfer and/or previously earned graduate credit to the student's record in the university student information system.

5.4 Graduate Student Continuation and Suspension

5.4.1 Once admitted and enrolled, graduate students shall maintain continuous registration during fall and spring semesters, and during summer semester if required by the graduate program.

5.4.1.1 If graduate students cannot maintain continuous registration, they should file for a leave of absence. Before filing for a leave of absence, the student should discuss the reasons for the leave of absence with the graduate program director.

5.4.1.2 Service members and reservists shall be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

5.4.1.3 Except for the service members and reservists stated in the previous section, the graduate program committee or its graduate program director or college/school graduate director designee may or may not grant the leave of absence. The graduate program committee or its designee's leave of absence decision shall be final.

5.4.1.4 Students who fail to maintain continuous registration and who have not been granted an official leave of absence shall be suspended from their graduate program. They shall be ineligible to register for future semesters unless they are readmitted through their graduate program's procedures.

5.4.2 Graduate students whose cumulative graduate GPA falls below 3.0 shall be placed on academic notice for the following semester. Students whose GPA remains below 3.0 after the notice semester shall be suspended from their graduate program and shall not be permitted to register or attend graduate courses.

5.4.2.1 Graduate students who are suspended from a graduate program for failing to maintain a cumulative 3.0 GPA may appeal in writing to the graduate program director within 30 days of the suspension. Students should provide supporting materials and information justifying the request.

5.4.2.2 The graduate program director shall present the written appeal to the graduate program committee for consideration.



5.4.2.3 The decision of the graduate program committee shall be final.

5.4.3 Graduate students suspended from the University for violation of sections 4.8, 5.4.1, 5.4.2, Policy 541 *Student Code of Conduct* or Policy 548 *Academic Rights and Responsibilities of Healthcare and Counseling Clinical Program Students* who wish to complete their program of study must apply for readmission to the applicable graduate program. The graduate program committee may review the reason for suspension when considering readmitting suspended students.

5.5 Non-matriculated Graduate Students

5.5.1 Students admitted as non-matriculated graduate students shall meet course prerequisites unless exceptions are approved by the program director. Non-matriculated graduate students may take a maximum of 12 semester credit hours of graduate courses as non-matriculated students.

5.5.2 If approved by the graduate program committee, a maximum of 12 semester credit hours of non-matriculated credit, taken no more than three years prior to approval, shall be applied toward a graduate degree or graduate certificate.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
February 11, 2016	Policy approved through regular policy process.	UVU Board of Trustees
June 21, 2024	Revised policy approved through regular policy process.	UVU Board of Trustees



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Curriculum Process	Policy Number	605
Section	Academics	Approval Date	June 25, 2020
Subsection	Instruction and Curriculum	Effective Date	June 25, 2020
Responsible Office	Office of the Provost		

1.0 PURPOSE

1.1 This policy defines roles and responsibilities for the management of all credit-bearing curriculum and establishes the approval authority for curriculum procedures.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities' *Accreditation Standards and Policies*

2.2 Utah Code 53B-16 *Institutional Programs Generally*

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

2.4 Utah State 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 103 *Constitution of the Faculty Senate of Utah Valley University*

2.6 UVU Policy 522 *Undergraduate Credit and Transcript*

2.7 UVU Policy 524 *Graduate Program Credit and Graduation Requirements*

2.8 UVU Policy 610 *Credit Hour*

3.0 DEFINITIONS

3.1 **Academic Affairs Council (AAC):** The university entity convened by the Provost and comprised of academic executives that approves revisions, deletions, and additions to curriculum.

3.2 **Course:** A single instructional subject commonly described by title, number, credits, and expected learning outcomes maintained in the university curriculum management system.



UTAH VALLEY UNIVERSITY Policies and Procedures

3.3 Curriculum: Programs and courses offered by the University for credit.

3.4 Program: An approved selection of courses that leads to the completion of a degree, certificate, or other credential.

3.5 The University Curriculum Committee (UCC): A standing committee of Faculty Senate that approves revisions, deletions, and additions to curriculum. This committee is comprised of a minimum of one representative from each college/school to ensure an equal number of voting representatives for each college/school.

4.0 POLICY

4.1 University faculty exercise a central role in the design, approval, delivery, revision, periodic review, and deletion of curriculum.

4.2 Faculty in academic departments or programs develop curriculum proposals that align with the University's mission and comply with university policy and approved curriculum procedures, Utah Board of Regents' policies, and the Northwest Commission on Colleges and Universities' policies and standards.

4.3 New, deleted, or major modification of programs that require an R401 require the approval of both UCC (University Curriculum Committee) and AAC (Academic Affairs Committee). Other program modifications and courses require only UCC approval.

4.4 In accordance with NWCCU accreditation standards, all curriculum must receive formal approval through the curriculum process before it can be advertised and before students can be recruited or advised.

4.5 Curriculum shall be maintained in the university-approved curriculum management system and shall be required to be published in the university catalog.

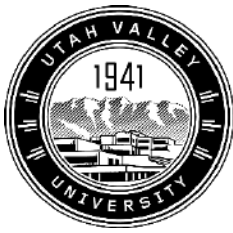
4.6 All stakeholders must comply with the approved curriculum procedures.

4.7 Curriculum procedures will be maintained by University Curriculum Committee and approved by Faculty Senate and Academic Affairs Council. Approved curriculum procedures will be posted on the Curriculum Office website.

5.0 PROCEDURES

5.1 Responsible Parties in the Curriculum Process

5.1.1 The curriculum process operates through collaboration with multiple groups. These groups may include but are not limited to program/department faculty, department chairs within a college/school,



UTAH VALLEY UNIVERSITY Policies and Procedures

college/school dean, intercollegiate review, college curriculum committees (CCCs), University Curriculum Committee (UCC), Academic Affairs Council (AAC), academic advisors, and designated staff offices. Additional approvals or notifications, depending on the nature of the curriculum change, may be required by UVU Board of Trustees, Utah System of Higher Education (USHE) Commissioner's Office, Utah Board of Regents, and the regional accrediting body (Northwest Commission on Colleges and Universities).

5.2 Roles and Responsibilities of Faculty/Programs/Departments

5.2.1 The faculty/program/department is responsible for

- 1) Participating in department strategic planning for curriculum;
- 2) Developing curriculum proposals according to university curriculum procedures and in coordination with instructional designers;
- 3) Ensuring curriculum proposals are submitted, peer-reviewed, and approved in accordance with university policy and curriculum procedures;
- 4) Ensuring curriculum proposals support departmental, college/school, and institutional strategic plans and missions;
- 5) Coordinating with other departments to resolve curriculum conflicts, redundancies, and contingencies connected to the impacted departments' curriculum, as required;
- 6) Ensuring all curriculum complies with specialized accreditation requirements, as applicable.

5.3 Roles and Responsibilities of College/School Deans and Department Chairs

5.3.1 College/school deans, or their designated curriculum representatives, and department chairs are responsible for

- 1) Ensuring curriculum proposals reflect college/school and institutional strategic plans and missions;
- 2) Evaluating financial impact and program viability of curriculum proposals and existing curriculum; and
- 3) Resolving curriculum conflicts and contingencies with impacted college/school deans or their designated curriculum representatives, as applicable.
- 4) Performing periodic program reviews and making recommendations for program revisions and deletions.



UTAH VALLEY UNIVERSITY Policies and Procedures

5.4 Roles and Responsibilities of College Curriculum Committees (CCCs)

5.4.1 CCCs are responsible for

- 1) Fostering collaboration between departments;
- 2) Determining strategic fit for the college/school to reduce overlap and redundancy.;
- 3) Conducting an intra-college/school review of curriculum proposals.

5.5 Roles and Responsibilities of Designated University Staff

5.5.1 Designated University staff are responsible for

- 1) Working with the UCC to review all curriculum proposals in accordance with university policy and curriculum procedures;
- 2) Assisting faculty with submission of program proposals;
- 3) Maintaining the curriculum website; and
- 4) Publishing approved curriculum in the catalog and appropriate university systems.

5.5.2 Academic Advisors are responsible for

- 1) Providing feedback to faculty on the impact of proposals on students' ability to navigate the curriculum.

5.6 Roles and Responsibilities of the Academic Affairs Council (AAC)

5.6.1 The AAC is responsible for

- 1) Ensuring curriculum proposals reflect institutional strategic plans and missions;
- 2) Prioritizing institutional program submissions; and
- 3) Evaluating the financial impact and program viability of curriculum proposals and existing curriculum; and
- 4) Approving/disapproving curriculum proposals in parallel with UCC.

5.7 Roles and Responsibilities of the University Curriculum Committee (UCC)

5.7.1 The UCC is responsible for



UTAH VALLEY UNIVERSITY Policies and Procedures

- 1) Reviewing and approving curriculum proposals to ensure
 - a) Curriculum proposals reflect institutional strategic plans and missions;
 - b) Consistency and prevent unnecessary redundancies in curriculum;
 - c) All curriculum complies with university policy and procedures, Utah State Board of Regents' standards, and the Northwest Commission on Colleges and Universities' policies and standards;
 - d) All curriculum proposals integrate with existing curriculum and adhere to completion initiatives;
- 2) Approving/disapproving curriculum proposals in parallel with AAC;
- 3) Conducting periodic program reviews in accordance with university curriculum procedures and section 1.7.1.1;
- 4) Developing, implementing, and maintaining university curriculum procedures for the curriculum approval process; and
- 5) Coordinating with the Office of Teaching and Learning (OTL) to ensure faculty members receive curriculum design support and training.

5.8 Role and Responsibilities of the Provost

5.8.1 The Provost is responsible for

- 1) Determining which proposals will continue in the curriculum process based on discussions from the Institutional Review meeting;
- 2) Resolving conflicts between approval authorities; and
- 3) Approving any exceptions to approved timelines and procedures.

5.9 Curriculum Approval Process

5.9.1 Refer to university curriculum procedures and the Curriculum Office website for forms, deadlines, and assistance.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
January 12, 2017	Regular policy approved.	UVU Board of Trustees
June 25, 2020	Revised, regular policy approved.	UVU Board of Trustees