



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.



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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.



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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.



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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.



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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.



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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.



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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), DANTES 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.



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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*.



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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.



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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.



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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