



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Undergraduate Credit and Transcripts	Policy Number	522
Section	Student Affairs	Approval Date	June 24, 2021
Subsection	Academic Standards, Credits, and Grades	Effective Date	June 24, 2021
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 the purpose of obtaining a degree, diploma, or certificate at UVU.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities' *Policy on Credit Hour*

2.2 Northwest Commission on Colleges and Universities' *Education Resources 2.C.8*

2.3 Utah Board of Higher Education Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

2.4 Utah Board of Higher Education Policy R470 *General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*

2.5 UVU Policy 525 *Credit for Prior Learning*

2.6 UVU Policy 610 *Credit Hour*

3.0 DEFINITIONS

3.1 Academic Associate degrees: An Associate in Arts (AA) degree or an Associate in Science (AS) degree, which fulfills general education requirements and may be transferable to four-year institutions of higher learning.:-

3.2 Academic renewal: The process of requesting an exception to policy to allow up to two semesters of course work to be excluded from a student's academic GPA.

3.3 Advanced Placement Credit: A program created by CollegeBoard offering college-level curriculum and examinations to high school students.



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3.4 Associate in Applied Science (AAS) degrees: A program of study (minimum 63 semester credit hours) intended to prepare students for entry-level careers.

3.5 Specialized Associate degrees: Programs of study that include extensive specialized course work and are 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. Some of these degrees transfer.

3.6 Certificates of Completion: A program of study that is typically one year in length and prepares students for gainful employment in a specific occupation.

3.7 Certificates of Proficiency: A program of study that is typically less than one year in length and prepares students for gainful employment in a specific occupation.

3.8 CLEP credit: Standardized tests that assess college-level knowledge in several subject areas.

3.9 Credit for prior learning (CPL): Credit awarded by an institution to 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 are assessed by academically sound and rigorous processes.

3.10 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.

3.11 Credit ratio: The combination of contact hours (lecture and/or lab) associated with the total credits granted for successful completion of a course; e.g., a credit ratio of 3:3:0 indicates three total credits, three lecture contact hours, and zero lab contact hours per week (based on a 15-week semester).

3.12 Distance education: A formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous.

3.13 Endorsement, K-12 Teaching: A collection of courses that prepares K-12 teachers or teacher candidates for specific area certification by the Utah State Office of Education. UVU transcripts endorsement credits but does not award a certificate or diploma for endorsements.

3.14 Grade-point average: The number of grade points a student earned in a given period of time divided by the total number of credits taken.

3.15 Internship: On-the-job training, which may be paid or unpaid.

3.16 Joint Service Transcripts: Consolidated transcript information for the Army, Marine Corps, Navy, Air Force, and Coast Guard, which includes, but is not limited to:



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3.16.1 Personal service member data;

3.16.2 Military course completions—all courses that have been evaluated by ACE, with full descriptions and credit recommendations

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

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

3.16.5 Other Learning Experiences—additional completed courses and occupations not evaluated by ACE for college credit.

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

4.0 POLICY

4.1 Transcripts

4.1.1 UVU maintains a record of each student's academic history and performance.

4.1.2 Course grades are processed at the end of each semester and recorded on student transcripts.

4.1.3 Degrees are processed and entered on transcripts within six to eight weeks after the graduation date.

4.1.4 The Registrar's office is responsible for all changes and additions to student transcripts, such as grade changes, repeats, notations, etc.

4.2 Requirements for Award of Degrees

4.2.1 Residency: Credit hours in residency (UVU credits) at a UVU campus, satellite, or branch campus, or through distance education or concurrent enrollment, are required for all certificates, diplomas, and degrees. Minimum hours are as follows:

- 1) Certificates of proficiency require 25% of total credit hours (rounded up);
- 2) Certificates of completion require 10 credit hours;
- 3) Associate degrees and diplomas require 20 credit hours;
- 4) Baccalaureate degrees require 30 credit hours (10 credits of those 30 shall have been completed within the last 45 credit hours earned for the degree).



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4.2.2 Total hours: A candidate for a certificate, diploma, or degree shall complete the following number of credit hours:

Certificate/Degree	Number of Semester Credit Hours Required for Completion
Certificates of Proficiency	Less than 30 credit hours
Certificates of Completion	30–33 credit hours
Diploma	50 credit hours
Associate in Applied Science degree	63–69 credit hours (some disciplines may require more due to specialized accreditation)
Associate in Arts or Associate in Science degree	60–63 credit hours
Specialized Associate's degrees	68-85 credit hours
Baccalaureate degree (Bachelor of Arts, Bachelor of Science, and Professional Bachelor's degrees)	120–126 credit hours, 40 of which shall be upper-division credits (level 3000 and above)
Graduate Certificate	9–29 credit hours

4.3 Minors

4.3.1 Minors consist of 16–24 credit hours with a minimum of 50% upper-division credit. Minors shall be awarded only at the time a bachelor degree is being awarded. Minors shall not be awarded with a bachelor degree of the same major.

4.3.2 Individual departments shall decide if a minor may be attached to a major and if credits may be used for both a minor and major from an academic program.

4.4 Multiple Degrees

4.4.1 Students may earn multiple certificates.

4.4.2 Students may earn only one academic associate degree from Utah Valley University: either an Associate in Science or an Associate in Arts.

4.4.3 A second bachelor's degree may be awarded when all requirements for both degrees are satisfied, including the following:

- 1) All UVU general education requirements are satisfied.
- 2) Thirty semester hours beyond the original degree are completed.
- 3) Twenty semester hours of the 30 hours in item 2 above are completed at UVU (resident hours).



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4.5 Multiple Emphases

4.5.1 Students may earn additional emphases, with departmental approval, under a specific bachelor's degree by completing the requirements for those emphases. Additional emphases shall appear on transcripts, but no additional diplomas shall be awarded.

4.6 Dual Baccalaureate Majors (One Degree with Two Majors)

4.6.1 A baccalaureate degree with dual majors may be awarded when a student completes all requirements for two approved degrees from the approved dual majors list, but has not met the required 30 semester hours for a second degree beyond the original degree (see section 4.4.3). The student shall receive a single baccalaureate degree; the diploma and transcript shall list both majors.

4.6.2 Students apply for graduation for only one degree type, such as a Bachelor of Science or Bachelor of Arts, when applying for the dual major.

4.6.3 In order to be awarded a dual major, students shall complete both majors during or prior to the semester of graduation. If students have already graduated in one of the majors, they may not apply for a dual major. After being awarded a dual major degree, students may not apply for graduation for one of the dual majors separately.

4.6.4 Students shall have no more than three course substitutions from the required courses for the two majors combined.

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

4.6.6 Credits shall not exceed the 160 credit-hour limit with the two combined majors.

4.7 GPA Requirements

4.7.1 A cumulative grade point average of 2.0 ("C") is required for graduation.

4.7.2 Some programs may require a higher cumulative grade-point average than 2.0 ("C"), and they may require specific course grade requirements.

5.0 PROCEDURES

5.1 Language Credit for Prior Learning

5.1.1 All credit for prior learning other than foreign language credits is covered in Policy 525 *Credit for Prior Learning*.



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5.1.2 Students who have acquired proficiency in languages offered at the University by means other than college courses (high school, foreign residency, etc.), may earn up to 16 credit hours. To qualify for those credits, a student shall complete a course in that language at a higher level than the credits for which he or she applies, and the grade in that course shall be a “C-” or higher.

5.1.3 To qualify for credit for language courses not offered at the University, a student may, as an alternative, take the appropriate language test at any accredited four-year institution and provide the University with the satisfactory (“C-”) test results.

5.1.4 Students who qualify for credit under the above provisions shall petition for those credits and pay a fee for each credit hour; no additional tuition shall be charged for those credits. The credits shall be listed on transcripts as “CR” (credit) and are not calculated in students’ university GPA.

5.2 Internship Credit

5.2.1 The maximum number of internship credits that shall be applied toward a certificate of completion is 8; a diploma, 14; and an associate or bachelor's degree, 16. Departments define how internship credit is applied to specific programs. No internship credits shall apply toward a certificate of proficiency. If an additional internship credit is desired for a specific educational objective, it may be taken (but not applied toward graduation) with approval of the student's internship coordinator and the appropriate chair and dean. Internship coursework shall be directly associated with the certificate, diploma, or degree.

5.3 Advanced Placement Credit

5.3.1 Students who complete an Advanced Placement Exam through CollegeBoard may earn up to 8 academic credits per test with a score of 3, 4, or 5, as per the policies set forth by the Utah Board of Higher Education.

5.3.2 Specific equivalencies and acceptance criteria are updated annually, upon appropriate departmental faculty review and approval.

5.3.3 Grades shall be awarded only as “CR” (credit) and shall not be calculated in the student’s university GPA.

5.3.4 There is no limit to the number of AP credits that may be awarded; however, duplicate credit for tests and course work shall not be applied.



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5.4 College Level Examination Program Credit (CLEP)

5.4.1 Students may complete CLEP tests and receive credit as determined by Utah Board of Higher Education policy.

5.4.2 Specific equivalencies and acceptance criteria are updated annually, upon faculty review and approval.

5.4.3 Grades shall be awarded only as “CR” (credit) and shall not be calculated in students’ university GPA.

5.5 Academic Renewal

5.5.1 For students who are challenged with a low GPA or for those who have experienced a period of low grades that does not reflect their academic potential, UVU offers academic renewal. A student is allowed to petition the Registrar for academic renewal only one time during his or her enrollment at the University. This process shall remove a limited amount of previous academic work from the student’s GPA and from credit toward graduation. To be eligible, a student shall meet the following conditions at the time the petition is filed:

- 1) The student is currently enrolled at UVU;
- 2) A minimum of two years has elapsed since the most recent course work to be eliminated was completed;
- 3) The student has completed at least 30 semester hours of UVU course work with a minimum cumulative GPA of 2.50. These 30 hours shall have been completed after the course work the student is requesting to eliminate;
- 4) The student’s cumulative GPA is below the level necessary for graduation in his or her current program of study. In most instances, this is a 2.0 cumulative GPA;
- 5) The requested course work has not been used toward an existing degree.

5.5.2 The student may request a maximum of two specific semesters/terms of academic course work be eliminated from his or her earned credits and cumulative GPA. Individual courses shall not be accepted.

5.5.3 If the petition qualifies under this policy, the student’s permanent academic record shall be annotated to indicate that no work taken during the disregarded semester(s) and/or term(s), even if satisfactory, shall apply toward earned credits, GPA, academic standing, and/or graduation requirements. All work shall remain on the records, ensuring a true and accurate academic history. The words “Academic Renewal” and the affected semester(s)/term(s) shall be annotated on the student’s transcript.



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5.5.4 Academic renewal shall not be requested to earn or change academic honors status on a student's transcript.

5.5.5 No exceptions shall be made to this policy. Students shall be aware that this policy may not be accepted at transfer institutions, and all credit, including those with academic renewal, may still be calculated by the transfer institution.

5.5.6 Transfer Credit/Transfer Degrees

5.5.7 All students with previous institutional credit from an institution other than UVU shall submit their transcripts upon admission to the University. All transcripts shall be received by an Enrollment Services Office directly from the transferring institution. Hand-carried transcripts are considered official only when they are in a sealed and stamped envelope from the originating institution. They shall not be more than six months old.

5.5.8 Transfer courses with grades below "C-" are not accepted, except in the case of general education credits transferred from a Utah System of Higher Education Institution with an AA/AS degree. Individual departments have the authority to impose a limit to the age and number of transfer credits accepted toward an individual program. As long as 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.

5.5.9 Transfer courses are posted in the computer system with the grades earned. The transferring grades, however, are not calculated into students' UVU grade-point average.

5.5.10 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.

5.5.11 UVU shall accept transfer credit from other regionally accredited institutions where it is comparable in nature, content, academic quality, and level to credit offered at UVU. Transfer credit from regionally accredited institutions is presumed to be comparable and shall be accepted except where there is unequivocal evidence to the contrary. For transfer credit from non-regionally accredited institutions, including the Utah System of Technical Colleges, comparability of courses shall be determined by the department chair and students may be required to provide substantiating evidence in the form of program descriptions and requirements, course materials, individual assignments, or recognized and credible third-party certifications of learning before accepting credit toward the requirements of an individual program, including general education requirements.

5.5.12 Transfer credit from unaccredited institutions 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,



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UVU departments may recommend an articulation policy awarding credit based on that curriculum regardless of the institution at which the instruction was completed. Such policies will be reviewed using the process for articulation agreements prior to awarding credit under them.

5.5.13 Learning that takes place in a formal classroom or laboratory instructional environment shall be considered transfer credit and not experiential learning. Students whose transfer credits are not accepted under this section may seek experiential learning credit for such learning under section 5.1 Students may not receive both transfer credit and experiential learning credit for the same instruction.

5.5.14 Joint Service Transcripts will be evaluated; each course that is determined to be a direct equivalent to a UVU course and directly related to the student's specific degree shall be awarded military course credit. Military course credit shall not be awarded to completed military courses on the Joint Service Transcripts that are determined as not related to the student's specific program of study.

5.6 Repeats

5.6.1 Repeats are automatically posted on transcripts each term. Repeats are not posted on any class from which the student has withdrawn. The last grade obtained for a repeated class is the one that is computed into the student's GPA. The transcript shows that this class has been repeated.

5.6.2 Courses are not accepted from other institutions for the purpose of posting a repeat of a course already taken at UVU.

POLICY HISTORY		
February 23, 2017	Approved for entrance into Policy Manual.	UVU Board of Trustees
June 24, 2021	Revised policy approved through regular policy process.	UVU Board of Trustees



POLICY TITLE	Graduate Program Credit and Graduation Requirements	Policy Number	524
Section	Student Affairs	Approval Date	February 11, 2016
Subsection	Academic Standards, Credits, and Grades	Effective Date	February 11, 2016
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 This policy establishes the University’s credit and graduation requirements for master’s degree and graduate certificate programs.

2.0 REFERENCES

- 2.1** Northwest Commission on Colleges and Universities’ *Standard 2*, Sections 2.C.1 through 2.C.8 and 2.C.12 through 2.C.15
- 2.2** Utah State Board of Regents’ Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*
- 2.3** Utah State Board of Regents’ Policy R470 *General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*
- 2.4** UVU Policy 605 *Curriculum and Program Changes Approval Process*

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 US Department of Education.
- 3.2 Graduate student:** A student who holds a bachelor’s degree or above and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduated programs.
- 3.4 Unclassified graduate student:** A graduate student enrolled for credit but not accepted into a UVU graduate program.



3.4.1 Visiting student: An individual who is enrolled at another accredited institution and who wants to take UVU summer graduate courses and transfer the credit to his or her institution.

4.0 POLICY

4.1 Development of Graduate Program Requirements

4.1.1 Curriculum and graduation requirements for graduate programs shall be developed by faculty who teach in the applicable graduate program.

4.1.2 Graduate programs shall be approved in accordance with UVU Policy 605 and through Utah Board of Regents' and Northwest Commission on Colleges and Universities' curriculum processes.

4.2 Requirements for Enrollment in Graduate-Level Courses

4.2.1 Only students admitted into a UVU master's degree or graduate certificate program or registered as an unclassified or visiting graduate student shall be permitted to enroll in graduate-level courses.

4.2.2 Students enrolled in master's degree or graduate certificate programs shall not be permitted to register for more than 16 credit hours per semester, unless an exception is approved by the Director of Graduate Studies.

4.3 Credit Hour Requirements for Graduation with a Master's Degree or Graduate Certificate

4.3.1 A minimum of 30 credit hours of graduate coursework shall be completed for a master's degree.

4.3.2 A minimum of nine and a maximum of 29 credit hours of graduate coursework shall be completed for a graduate certificate.

4.3.3 Graduate coursework shall be completed within a period of six years; individual programs may require graduate coursework be completed in fewer than six years. When extenuating circumstances warrant, a student may request an extension to coursework completion time limits.

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

4.3.5 A cumulative grade-point average of 3.0 or higher shall be maintained in graduate program courses. Individual programs may establish higher grade-point-average requirements.



4.4 Graduate Credit for Experiential Learning

4.4.1 Graduate credit may be granted for internships, field experiences, and clinical practices that are an integral part of the master's degree or graduate certificate program.

4.4.2 Internship credit may be granted for experiential learning a student obtains while enrolled in a master's degree or graduate certificate program. Such learning experiences shall be structured, monitored, and assessed by the program's faculty. Internship credit shall not be granted for experiential learning that occurred prior to the student's matriculation into a master's degree or graduate certificate program.

4.4.3 Other than internship credit, work experience shall not replace required graduate coursework.

4.5 Transfer Credit for Graduate Programs

4.5.1 Graduate credits from another regionally accredited institution or equivalent shall have been completed within four years of the graduate student's matriculation into the graduate program and cannot be older than six years at the time of graduation with a master's degree or graduate certificate from the University. Graduate transfer credits are also subject to grade and grade-point average minimums of the graduate program.

4.5.2 Approved transfer credits shall not replace required residency hours.

4.5.3 Approved transfer credits shall not be calculated into the student's UVU grade-point average.

4.5.4 To be eligible to graduate with a master's degree or graduate certificate, a minimum of two-thirds of graduate program credit hours must be completed through the University. Individual graduate programs may require students to complete more than two-thirds of graduate program credit hours in their individual programs at the University. Individual graduate programs may establish more stringent transfer credit criteria.

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 double booked with a corresponding 6000-level course, with the two sections meeting together under the same instructor. In addition to the learning objectives and assignments required in the 5000-level course, the corresponding double booked 6000-level course shall have additional and substantive learning objectives and assignments appropriate for graduate-level work. 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 double booked with 5000-level courses.

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 offered by the School of Education. Credit from 5000-level endorsement coursework shall not exceed 12 credits applied toward the completion of an eligible master's degree.

5.1.5 To apply 5000-level endorsement course credit toward an eligible master's degree, a student must obtain approval from a School of Education program director and meet the following minimum criteria:

- 1) B or higher grade earned in the course, and
- 2) Course completed within the past three years.

5.1.6 Credits from 5000-level endorsement courses shall not be applied toward both undergraduate and graduate degrees/certificates.

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



5.2 Graduate Credit-Hour Limits

5.2.1 Graduate students who wish to register for more than 16 credit hours per semester must obtain approval. To request an exception to semester maximum credit-hour registration limits, a student, upon recommendation by the program director, shall submit the request in writing to the Director of Graduate Studies.

5.3 Assessment of Earned Credit

5.3.1 The registrar shall assess the age of earned credits when students are accepted into a graduate program and when they apply for graduation. Graduate course credits older than university or program maximums shall not be applied toward a master’s degree or graduate certificate.

5.3.2 To request an extension to coursework completion time limits, a student shall submit the request in writing to the program director (or his or her designee) of the applicable school or college. The program director’s decision shall be final.

5.4 Graduate Transfer Credit

5.4.1 Each school/college with a master’s degree or graduate certificate program shall have faculty responsible for evaluating graduate transfer credit and determining whether these credits are appropriate to the master’s degree or graduate certificate being sought. The program director shall designate faculty to evaluate the credits.

5.4.2 Designated faculty shall evaluate a student’s graduate coursework transcript and inform the student of the awarding of any transfer credit. A student may appeal the decision to the program director in writing. If the student disagrees with the program director’s decision, the student may appeal the decision to the dean in writing. The decision of the dean shall be final.

5.4.3 Following faculty evaluation of official transcripts, the approving faculty shall inform the Transfer Credit Office of any approved transfer credit. The Transfer Credit Office is responsible for posting transfer credit to the student’s record in the university student information system.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
February 11, 2016	Policy approved.	UVU Board of Trustees



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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.



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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,



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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.



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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



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- 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