

# Academic Policies and Procedures

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## Transfer Credit

Students transferring to Utah Tech must supply an official transcript either in an envelope sealed by an official of the sending institution or by authorized electronic means. A student's official transcript will be evaluated by the Registrar's Office (to determine the applicability and transferability of credits) after the student has matriculated into a degree program. Transfer credits are calculated in a student's cumulative GPA.

To be accepted as transfer credit at Utah Tech, transfer credits must be college level (not remedial, developmental or pre-college) and must be completed with a grade of D- or above. Where no articulation agreement exists, Utah Tech academic departments determine course equivalencies in their subject areas. Transfer credit may be limited based on institutional accreditation or existing articulation agreement (or lack thereof), and/or in amount or by age by a Utah Tech academic department. Students may be asked to supply information from a college or university catalog, bulletin, syllabus, and/or course outline to aid in the evaluation of a transcript or a specific course.

Transfer credit may be accepted from other institutions for the purpose of posting a grade repeat for a course already taken at Utah Tech, providing the transfer course is equivalent as established by either an articulation agreement between the two institutions or approval by the appropriate department chair.

Transfer credit earned at a 1000 or 2000 level usually does not substitute for a 3000 or 4000 level class at Utah Tech. Exceptions may be permitted when the course is equivalent to the Utah Tech class and require the approval of the director/department chair **and** dean who administer the program that controls that course prefix.

The University reserves the right to deny credit for courses that are not compatible with those offered in its academic programs. For example, courses that provide religious instruction in a particular doctrine and courses offered for non-credit continuing education units will not be awarded Utah Tech credit.

Students who have fulfilled the General Education requirements at a regionally accredited institution will be considered to have fulfilled the General Education requirements at Utah Tech. Students from non-USHE institutions must meet Utah Tech and Utah Board of Regents requirements in three core areas: American Institutions, English Composition, and Mathematics.

## International Transfer Credit

In order for students to receive credit for college or university coursework completed outside of the U.S., transcripts need to be sent to an approved credential evaluation service. Once transcripts are received at Utah Tech from a credential evaluation service, they will be evaluated for specific equivalencies (course syllabi are required for major-specific course credit). Courses not meeting equivalency requirements may be accepted as elective credit. *For more information, see the International Students (<http://catalog.utahtech.edu/campusresources/internationalstudents/>) section of this catalog.*