



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.47
Date Approved: 01/31/03
Date Amended: 11/29/07
Reviewed w/ No Changes:
Office of Responsibility: Provost
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SUBJECT: TRANSFER CREDITS

I. PURPOSE: To establish policy and procedures on transfer credits

II. REFERENCES

Utah Board of Regents Policy R461, Admissions, Access and Articulation

Utah Board of Regents Policy R463, Credit by Examination

Utah Board of Regents Policy R465, General Education

Utah Board of Regents Policy R467, Lower Division Major Requirements

Utah Board of Regents Policy R471, Transfer of Credit

Utah Board of Regents Policy R472, Course Numbering

Utah Board of Regents Policy R473, Standards for Granting Credit for Course Work Completed at Applied Technology Centers

III. POLICY

A. General. The Registrar's Office awards transfer credit according to guidelines in regental and institutional policies. It reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is University policy to accept credits earned at institutions fully accredited by their regional accrediting association, provided that such credits have been earned through university-level courses appropriate to the student's degree program at the University.

1. The University subscribes to (1) statutory mandates regarding transfer credits, (2) statewide policy on transfer and articulation among Utah public colleges and universities, and (3) articulation agreements between the University and other institutions.
2. Graduates of Utah's accredited community colleges holding the Associate of Arts (AA) or Associate of Science (AS) degree, and students from other four year colleges and universities in the Utah System of Higher Education whose registrar certifies that they have completed 60 semester hours and appropriate general education requirements will not be required to complete additional general education requirements at SUU.



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- B. Class Standing. A student's class standing is determined by the total number of transfer credits awarded by the University, not by the number of years of college study or the completion of an associate degree.

Freshman	0 - 29 semester credits
Sophomore	30-59 semester credits
Junior	60 - 89 semester credits
Senior	90+ semester credits

Satisfying University graduation requirements depends not only on the number of credits completed (a minimum of 120 for most programs) but also on completing all University, college and major requirements.

- C. Quarter vs. Semester Credits. SUU operates on a semester calendar system and awards semester credit. To convert quarter credits to semester credits, multiply by two-thirds. To convert semester to quarter credits, multiply by 1.5. For example, a student who earns 45 credits at an institution on a quarter calendar would have earned 30 quarter credits at SUU.
- D. Transfer Credit Evaluation. After an admitted student pays the application fee, the Registrar's Office completes a course-by-course evaluation of transfer credits for general education. One copy of the evaluation is given to the student. The information recorded on the transfer credit evaluation-including the transfer of credits and the transfer GPA-becomes part of the student's permanent record at SUU. The appropriate academic department evaluates major and minor courses. If a student applies to an academic program with special admission requirements, transfer course work and the transfer GPA may be considered. The evaluation is not an official transcript. The official SUU transcript--which is sent out to other institutions displays the student's transfer GPA. Transfer grades are not included in the SUU institutional GPA, but are included in the student's overall cumulative GPA.
- E. Applying Transfer Credit to Degree Requirements. Before a student first registers for classes at the University, s/he should meet with an academic adviser to plan a program of study. The adviser determines how the transfer credits shown on the evaluation may be used to meet SUU degree requirements. For example, suppose the Registrar awards a student 120 transfer credits, but only 100 of those credits can be applied toward graduation requirements for a student's degree program. Credits that do not apply to specific requirements may still be used as electives toward meeting the minimum SUU credit total required for graduation.



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- F. Alternative Credit Options. SUU may award general credit for work or life experience, advanced placement, College Level Examination Program (CLEP), or International Baccalaureate Exams. Consult the catalog for information on the alternative credit options. Students may also arrange to challenge specific courses via credit by examination if the same knowledge has been gained through independent study outside a formal educational setting.
- G. Specific Restrictions on Transfer Credit
1. Concurrent Enrollment. Additional credit restrictions may apply when students enrolled in high school have been awarded college-level credit by another college or university, and the course work was completed on the high school campus rather than the college campus. Contact the Office of Admissions for more information.
 2. Community college credit. A maximum of 65 semester credit hours from community college course work may be applied toward the credits required for the bachelor's degree. All of the credits transferred from two-year colleges may be used toward graduation requirements, but a student must still complete minimal course work requirements at SUU.
 3. Military credit. Credits earned in Armed Forces Training Schools (AFTS) and through USAFI (U.S. Air Force Institute) and DANTES (Defense Activity for Non-traditional Education Support) may not exceed 30 credits. Official transcripts or DD-214 or DD-295 forms must be submitted, and credit will not be awarded until after the student has enrolled. Scores received in such course work are not included in the transfer GPA. No credit is awarded for occupation codes.
 4. Residency requirement. Candidates for a bachelor's degree must complete at least 30 credits at SUU or through classes offered by distance education through SUU. A minimum of 20 of these credits must be completed in upper-division courses, of which at least 10 credits must be completed in courses required by the student's major. Each major may have requirements in addition to SUU graduation requirements. Candidates for an associate's degree must complete 24 of the final 30 hours at SUU or through classes offered by distance education through SUU.
 5. Courses Receiving No Credit. The University reserves the right to deny credit for courses that are not compatible with those offered in its



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baccalaureate degree programs. Some general categories of courses never receive transfer credit. Examples include:

- Courses below college level (usually numbered below 1000)
- Repeated courses or courses with duplicate subject content
- Course work earned at an institution that did not hold at least candidacy status with its regional accrediting association when the course work was taken
- Courses that provide instruction in a particular religious doctrine
- Mathematics courses considered below college level, including basic math
- Courses offered for non-credit continuing education units