

Dixie State University Policy

523 Extra-Institutional Credit



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I. Scope

- 1.1 In compliance with State of Utah, Utah Board of Regents, and accreditation standards, guidelines, and regulations, Dixie State University (DSU) may award the following types of extra-institutional credit:
 - 1.1.1 International Baccalaureate (IB) Credit.
 - 1.1.2 Advanced Placement (AP) Credit.
 - 1.1.3 University Level Exam Program (CLEP) Credit.
 - 1.1.4 DANTES Subject Standardized Test (DSST) Credit.
 - 1.1.5 Vertical Foreign Language Credit.
 - 1.1.6 B.Y.U. Foreign Language Assessment Testing Service (FLATS) Credit.
 - 1.1.7 American Council on Education (ACE)-Evaluated Military Training Credit.
 - 1.1.8 Prior Experiential Learning Credit.
- 1.2 Only matriculated DSU students are eligible to receive credit by examination or for prior experiential learning. All credit by examination or for prior experiential learning is graded "Pass" and will not count in the calculation of a student's grade point average. A fee may be required to post credit to a student's transcript.
- 1.3 In compliance with accreditation standards, credit by examination and prior experiential learning can comprise no more than 25% of the total credits required for a degree.
 - 1.3.1 No more than 15 extra-institutional credits can be applied toward the

- requirements of any associate's degree.
- 1.3.2 No more than 30 extra-institutional credits can be applied toward the requirements of any bachelor's degree.
 - 1.3.3 In no case shall more than 30 extra-institutional credits be posted to an individual student's transcript.
- 1.4 Annually, the Registrar's Office will submit tables of the type and amount of credit given for examinations to Academic Council for approval prior to publication in the University catalog.
 - 1.5 Transfer credit by examination will be accepted from regionally accredited institutions under the following circumstances:
 - 1.5.1 Transfer credit by examination will be accepted and posted to the DSU transcript only when DSU accepts the specific exam and score. Other tests, scores, and credits will not be posted.
 - 1.5.2 If the transfer institution awarded credit for specific courses based on exam scores, those courses will be articulated according to the current DSU standards and procedures if the same exam and score are awarded credit at DSU.
 - 1.5.3 If specific courses were not posted to the transcript, the exam score will be evaluated based on the current DSU standards.
 - 1.5.4 If the test score does not appear on an official transcript, the Registrar's Office must receive official verification of the exam date and score. The specific exam and score will be evaluated according to current DSU standards and procedures and credit will be awarded accordingly.
 - 1.5.5 A positing fee may be required.
 - 1.6 Duplication of Credit
 - 1.6.1 Once a student receives a grade in a course (A – F, AU, WF, etc.), no extra-institutional credit can be applied to that course.
 - 1.6.2 Credit for coursework earned through a single mechanism cannot be duplicated through any other mechanism for earning credit.
 - 1.6.3 Credit will be awarded based on the following hierarchy:
 - 1.6.3.1 Actual college-level courses taken at DSU or transferred in from a

regionally accredited institution according to articulation standards.

- 1.6.3.2 International Baccalaureate (IB).
- 1.6.3.3 Advanced Placement (AP).
- 1.6.3.4 University Level Examination Program (CLEP).
- 1.6.3.5 DANTES Subject Standardized Test (DSST) Credit
- 1.6.3.6 BYU Foreign Language FLATS Credit.
- 1.6.3.7 Vertical Foreign Language Credit.
- 1.6.3.8 American Council on Education (ACE)-Evaluated Military Training Credit
- 1.6.3.9 Prior Experiential Learning Credit

II. Accepted Examinations

- 2.1 The specific examinations accepted for credit and the scores required to receive credit will be submitted by the Registrar's Office for annual review by Academic Council before publication in the University catalog.
- 2.2 International Baccalaureate (IB) Credit
 - 2.2.1 Students completing International Baccalaureate examinations may receive credit in accordance with the table published in the current University catalog.
 - 2.2.2 Students completing the International Baccalaureate diploma will receive 30 semester credits and an automatic waiver of General Education requirements except for Mathematics, English Composition, and American Institutions.
 - 2.2.2.1 Those three (3) areas of General Education may be fulfilled dependent on the individual scores received in those areas, at the discretion of the departments housing those courses.
 - 2.2.3 Students must submit official documentation to the Registrar's Office and request that the credit be recorded on the DSU transcript.
 - 2.2.4 A posting fee may be required.

2.3 Advanced Placement (AP) Credit

2.3.1 Students completing Advanced Placement examinations may receive credit in accordance with the table published in the current University catalog.

2.3.2 Students must submit official documentation to the Registrar's Office and request that the credit be recorded on the DSU transcript.

2.3.3 A posting fee may be required.

2.4 University Level Examination Program (CLEP) Credit

2.4.1 Students completing CLEP examinations may receive credit in accordance with the table published in the current University catalog.

2.4.2 Students must submit official documentation to the Registrar's Office and request that the credit be recorded on the DSU transcript.

2.4.3 A posting fee may be required.

2.5 DANTES Subject Standardized Test (DSST)

2.5.1 Students completing DSST examinations may receive credit in accordance with the table published in the current University catalog.

2.5.2 Students must submit official documentation to the Registrar's Office and request that the credit be recorded on the DSU transcript.

2.5.3 A posting fee may be required.

2.6 BYU Foreign Language Achievement Testing Services (FLATS) Credit

2.6.1 Students passing FLATS tests in an approved language may receive credit in accordance with the table published in the current University catalog.

2.6.2 Students must submit official documentation to the Registrar's Office and request that the credit be recorded on the DSU transcript.

2.6.3 A posting fee may be required.

III. Credit Awarded for Competency

3.1 Foreign Language Vertical Credit is only awarded to foreign language students who have advanced past the introductory level.

- 3.1.1 After receiving a grade of “C” or higher in a foreign language designated by the foreign language program, students may receive credit for the preparatory coursework in that language.
- 3.1.2 A maximum 16 lower-division credits will be awarded.
- 3.1.3 A Vertical Credit report will be sent to the Registrar’s Office by the Foreign Language Department each semester. Students must request that the vertical credit be recorded on the DSU transcript.
- 3.1.4 A posting fee may be required.
- 3.2 ACE-Evaluated Military Credit
 - 3.2.1 Students who have completed basic training as evidenced by the DD 214 form may receive three (3) credits of Military Physical Education credit.
 - 3.2.2 Pursuant to Utah Code Annotated §53B-16-107, students who have completed specific military service and training may receive credit based on the American Council on Education (ACE) recommendations found in the “Guide to the Evaluation of Education Experiences in the Armed Services” or by other means designated by DSU or the Utah Board of Regents.
 - 3.2.3 Students must submit military transcripts to the Veteran’s Coordinator in order to have the courses and credit evaluated. Students must discuss with an advisor the applicability of such credit to program requirements and any potential financial aid implications.
 - 3.2.4 A posting fee may be required.
- 3.3 Credit for Prior Experimental Learning
 - 3.3.1 Prior experiential learning refers to learning that is equal to college-level learning but was acquired outside of a traditional educational setting.
 - 3.3.2 Prior experiential learning credit may only be granted for the following reasons and in the following circumstances:
 - 3.3.2.1 Students desiring experiential learning credit must be matriculated into a baccalaureate program that accepts prior experiential learning credit.
 - 3.3.2.2 Credit is awarded for learning that can be demonstrated, not for

experience alone.

- 3.3.2.3 Credit for prior experiential learning may be granted only at the undergraduate level.
 - 3.3.2.4 Credit may be granted only for documented learning which ties the prior experience to the theories and data of the relevant academic fields.
 - 3.3.2.5 Credit may be granted only for documented learning which falls within the scope of the regular curricular offerings of the University.
 - 3.3.2.6 Credit for prior experiential learning will be graded "Pass," will not count in the calculation of a student's grade point average, and will be clearly identified as prior experiential learning on the transcript.
 - 3.3.2.7 No General Education requirement may be fulfilled using prior experiential learning credits.
 - 3.3.2.8 Prior experiential learning credit may not fulfill major or degree requirements outside of the program that awarded such credit.
- 3.3.3 Students desiring assessment of prior experiential learning to determine credit must prepare a portfolio that will be evaluated by full-time teaching faculty who are appropriately qualified in the specific area of study. Such submissions and evaluation will take place according to the standards and procedures approved by Academic Council.
- 3.3.4 Evaluation and posting fees may be required.
- 3.3.5 Students may not seek credit for prior experiential learning for any subject covered in a college-level course for which they have previously received a grade.
- 3.3.6 DSU makes no guarantee regarding the transferability of prior experiential learning credits to other institutions.
- 3.3.7 DSU reserves the right not to accept prior experiential learning credit from other institutions in fulfillment of requirements or as electives.
- 3.4 Credit Awarded for Applied Technology Instruction Programs
- 3.4.1 In accordance with Utah Board of Regents policy R473, students

enrolled in an Associate of Applied Science in General Technology degree program may be awarded 30 credits toward that degree dependent upon a specific articulation agreement approved by Academic Council.

3.4.2 DSU's General Education and all other program requirements must be successfully completed before any credit will be awarded.

3.4.3 Such credit will be graded "Pass" and will not count in the calculation of a student's grade point average.

3.4.4 A posting fee may be required.

IV. Challenging Courses for Credit

4.1 A matriculated student in good standing who is able to provide evidence of prior learning that fulfills the student learning outcomes of a course may request to challenge that course for credit by successfully completing a comprehensive assessment or examination under the following circumstances:

4.1.1 The student must be enrolled in the course and may only challenge during the first two weeks of the semester.

4.1.1.1 If a student has ever received a grade in a course (A – F, AU, WF, etc.), s/he may not challenge that course.

4.1.2 The instructor and the department chair agree that a challenge is appropriate for the course and that the assessment or examination is an acceptable measure of the course's student learning outcomes.

4.1.2.1 If the department chair is the instructor, the approval of the dean is required.

4.1.3 An examination fee may be required.

4.1.4 A student who successfully challenges a course will receive the grade indicated by the assessment or examination score. Final grades will be entered according to the semester schedule.

V. Testing Out of Courses with No Credit

5.1 A limited number of competency-based courses that fulfill institutional requirements offer students the option of passing a test to fulfill the requirement in lieu of enrolling in the course.

- 5.1.1 If the student fails the examination, nothing is posted to the transcript.
- 5.1.2 If the student earns a passing score on the examination, fulfillment of the requirement is noted on the transcript but no credit or grade is awarded.
- 5.1.3 There may be a fee to take the examination, but no posting fee will be applied since no credit is awarded.
- 5.1.4 Courses currently offering this option are listed in the University catalog

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