

# Dixie State University Policy

---

## 526 Academic Transfer



- I. Definitions
- II. References
- III. Students Transferring to Dixie State University
- IV. Students Transferring from a Utah State Higher Education (USHE) Institution
- V. Students Transferring From a Regionally Accredited Institution in the U.S.
- VI. Students Transferring From a Non-Regionally Accredited Institution in the US
- VII. Students Transferring From Institutions Outside the U.S.
- VIII. Military Credit
- IX. Students Transferring From Dixie State University

### I. Definitions

- 1.1 Transfer is moving one's enrollment from one post-secondary institution to another.
- 1.2 Transfer of credit refers to academic credit hours earned at one institution being accepted at another college or university.
- 1.3 Articulation agreements are officially approved documents that match course content and credit between two or more higher education institutions.
- 1.4 Regionally accredited refers to colleges and universities that meet acceptable levels of quality and performance as demonstrated through accreditation by or being a candidate for accreditation with one of the regional accrediting associations recognized by the United States Secretary of Education.
- 1.5 Transcripts are an official record of a student's academic performance. Official transcripts are required for the admissions process. A transcript is unofficial if it is:
  - 1.5.1 a copy (not an original official transcript).
  - 1.5.2 faxed or received in an otherwise unofficial manner (unsealed envelope, etc.).
  - 1.5.3 opened prior to being submitted to the Dixie State University Admissions Office (even if opened by Dixie State University faculty,

advisor, or other employee).

## II. References

2.1 501 Admission to the Institution

2.2 524 Graduation

## III. Students Transferring to Dixie State University

3.1 Students transferring to Dixie State University must supply an official transcript in an envelope sealed by an official of the sending institution. (See 401 Admission to the Institution)

3.2 Dixie State University awards credit for competencies as measured by standard examinations such as the University Level Examination Program (CLEP) and the Advanced Placement program (AP).

3.2.1 Specific exams and subject areas accepted and the minimum score requirements and the amount of credit granted are posted in the University catalog.

3.3 A student's official transcript will be evaluated by the Registrar's Office to determine the applicability and transferability of the credits.

3.4 No transcript evaluation will take place until the student has been admitted as matriculated students at Dixie State University.

3.5 To be accepted, transfer credits must:

3.5.1 Be college level (not remedial, developmental or pre-college)

3.5.2 Be completed with a grade of D- or above

3.6 Where no articulation agreement exists, Dixie State University academic departments are responsible for determining course equivalencies in their subject area.

3.6.1 Transfer credit may be limited in amount or by age by a Dixie State University academic department.

3.6.2 Students may be asked to supply information from a college catalog, bulletin, syllabus, and/or course outline to aid in evaluation of a transcript or a specific course.

3.7 Transfer credit may be accepted from other institutions for the purpose of

posting a repeat on a course already taken at Dixie State University, providing the transfer course is equivalent as established by one of the following:

- 3.7.1 Articulation agreements between the two institutions.
- 3.7.2 Acceptance by the appropriate department chair.
- 3.8 Transfer credit earned at a 1000 or 2000 level usually does not substitute for a 3000 or 4000 level class at Dixie State University.
  - 3.8.1 Exceptions may be permitted when the course is equivalent to the Dixie State University class and requires the approval of the program director/department chair and dean.
- 3.9 The University reserves the right to deny credit for courses that are not compatible with those offered in its academic programs. The following types of courses will not be awarded Dixie State University credit:
  - 3.9.1 Courses that provide religious instruction in a particular doctrine.
  - 3.9.2 Courses offered for non-credit continuing education units.
- 3.10 Transfer credits are calculated in the student's cumulative GPA.

#### **IV. Students Transferring from a Utah State Higher Education (USHE) Institution**

- 4.1 General Education Credit: Articulation agreements exist between all USHE institutions regarding transfer of general education credit as specified in Utah Board of Regents policy R470. Courses that meet a General Education requirement at both institutions are accepted in fulfillment of that GE requirement at Dixie State University.
- 4.2 General Education Completion: Students who have fulfilled the General Education requirements at a USHE institution will be considered to have fulfilled the General Education requirements at Dixie State University. General Education fulfillment is exemplified by one of the following:
  - 4.2.1 Receipt of an Associate of Arts or Associate of Science degree
  - 4.2.2 Registrar's "Letter of Completion" of general education completion
- 4.3 Non-General Education Credit: All credits numbered 1000 or above are entered onto the student's Dixie State University transcript. Transfer classes are evaluated on an individual basis.
  - 4.3.1 Courses equivalent to Dixie State University courses will be entered as

such.

- 4.3.2 Individual courses not equivalent to Dixie State University courses will be entered as elective credit.

## **V. Students Transferring From a Regionally Accredited Institution in the U.S.**

- 5.1 If the sending institution is regionally accredited, all credits are entered onto the student's Dixie State University transcript. Transfer classes are evaluated on an individual basis.
  - 5.1.1 Courses equivalent to Dixie State University courses will be entered on the Dixie State University transcript with the appropriate Dixie State University course title and number.
  - 5.1.2 Individual courses not equivalent to Dixie State University courses will be entered as elective credit.
  - 5.1.3 Associate of Arts or Associate of Science degrees earned at regionally accredited institutions as well as General Education "Letter of Completion" submitted by Registrars at said institutions will be accepted by Dixie State University in meeting general education requirements.
    - 5.1.3.1 Students must meet Dixie State University and Utah Board of Regents requirements in three core areas: math, composition, and American institutions.

## **VI. Students Transferring From a Non-Regionally Accredited Institution in the U.S.**

- 6.1 If the sending institution is not regionally accredited as described in Section I. D. of this policy, including career and technical institutions, transfer credits may be accepted if approved after evaluation by the appropriate academic department chair.
  - 6.1.1 Associate's degrees from non-regionally accredited institutions are not recognized as fulfilling Dixie State University General Education requirements.
    - 6.1.1.1 Individual courses may be approved by the appropriate academic department chair as fulfilling General Education requirements.
  - 6.1.2 Articulation agreements between Dixie State University and non-regionally accredited institutions may exist.

## **VII. Students Transferring From Institutions Outside the U.S.**

- 7.1 If the sending institution is outside the United States, in order to receive college credit for college courses completed outside the U.S., all college transcripts must be submitted through an approved credentials service. (See 401 Admission to the Institution)
- 7.2 The Dixie State University Registrar's Office and appropriate academic departments will then determine any course equivalencies.

## **VIII. Military Credit**

- 8.1 Dixie State University may or may not award credit based on military transcripts. To determine if credit may be awarded:
  - 8.1.1 Send DD 214 (Member 4 Copy) discharge paper to Dixie State University Admissions Office.
  - 8.1.2 Send official military transcripts to the Dixie State University Admissions Office.
- 8.2 Military course credit may be accepted based on these conditions:
  - 8.2.1 ACE recommendations from the Guide to the Evaluation of Education Experiences in the Armed Services
  - 8.2.2 Review by the academic department
- 8.3 Credit will only be awarded for Military Occupational Specialty (MOS) Codes when they directly correlate with a Dixie State University course.
- 8.4 Scores for military credit are not included in any GPA.

## **IX. Students Transferring From Dixie State University**

- 9.1 Students planning to transfer from Dixie State University to another college or university are individually responsible for determining the transferability of their courses.
  - 9.1.1 Students should contact the other college or university to verify transferability, entrance standards, and program requirements.
- 9.2 Transfer to another institution within USHE
  - 9.2.1 General Education Credit: Articulation agreements exist between all USHE institutions regarding transfer of general education credit as

specified in Utah Board of Regents Policy R470.

9.2.2 General Education Completion: Students who have fulfilled all the General Education requirements at an USHE institution will be considered to have fulfilled the General Education requirements at any USHE institution. General Education fulfillment is exemplified by one of the following:

9.2.2.1 Receipt of an Associate of Arts or Associate of Science degree.

9.2.2.2 Registrar's General Education "Letter of Completion". A fee is associated with this certificate.

Associated Documents:

[Admission to the Institution Policy 501](https://files.dixie.edu/sites/hr/pl/policy/501.docx?Web=1)

(<https://files.dixie.edu/sites/hr/pl/policy/501.docx?Web=1>)

[Extra-Institutional Credit Policy 523](https://files.dixie.edu/sites/hr/pl/policy/523.docx?Web=1)

(<https://files.dixie.edu/sites/hr/pl/policy/523.docx?Web=1>)

[Graduation Policy 524](https://files.dixie.edu/sites/hr/pl/policy/524.docx?Web=1)

(<https://files.dixie.edu/sites/hr/pl/policy/524.docx?Web=1>)

---

Policy Owner: Student Services, VP

History:

Approved 3/16/00

Revised 9/27/02

Revised 5/4/07

Revised 1/22/10