



R473, Standards for Granting Academic Credit for CTE Course Work Completed in Non-Credit Instructional Formats

R473-1. Purpose: To assure the integrity and consistency of the process of awarding credit for instruction received in formal instructional settings where academic credit is not awarded but measured by a non-credit unit (clock hours, continuing education units, competency assessments).

R473-2. References

- 2.1. Utah Code §53B-2A (Utah College of Applied Technology)
- 2.2. Utah Code §53B-2-106(2) (c) (Examination, Admission, and Classification of Students)
- 2.3. Utah Code §53B-16-102 (Changes in Curriculum)
- 2.4. Policy and Procedures R401, Program Approval
- 2.5. Policy and Procedures R411, Review of Existing Programs
- 2.6. Policy and Procedures R470, General Education, Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination

R473-3. Definitions

- 3.1. **"USHE"**: Utah System of Higher Education
- 3.2. **"UCAT"**: Utah College of Applied Technology
- 3.3. **"Non-credit Course"**: instruction delivered in a class in a non-credit format where the instructional competencies are defined, course work completed and assessed, and the instructional unit of measure is generally clock hours, continuing education units (CEUs), or competency assessments.
- 3.4. **"Written Credit Articulation Agreement"**: an agreement that specifies the terms and conditions for articulating instructional competencies between non-credit courses and credit courses. This formal agreement is approved by the receiving institution and aligns course work between originating and receiving institutions.

R473-4. Converting Non-credit Instruction to Credit

- 4.1. **Awarding of Credit Based on Comparability of Course Work:** USHE credit-granting institutions award credit for non-credit courses according to individual institution policy and with the execution of a Written Credit Articulation Agreement. Higher education credit awarded to students completing non-credit courses is based upon comparability between the non-credit course and an existing credit course offered by a USHE institution. Non-credit course competencies that are congruent with existing credit course competencies at community colleges or universities may be awarded college credit. Approval for a "Written Credit Articulation Agreement" must be requested by the non-credit administrator and approved in writing by the Chief Academic Officer of the higher education institution before credit is awarded.

4.2. Evaluation by Receiving Institution: After a formal request is received, receiving USHE institutions will evaluate non-credit courses for approval of awarding credit. Review of course content, objectives and outcomes, procedures, examinations, and teaching materials, for determining equivalency, is the responsibility of the receiving higher education program or department, and, ultimately, the receiving institution. Course competencies must be equivalent, and instruction must be delivered by an appropriately credentialed instructor. Students awarded higher education credit for non-credit courses shall not be required to re-demonstrate competencies achieved in those courses if the instruction has taken place in the prior 12 months. Institutional policy may allow for additional time beyond the 12 months.

4.3. Student Application for Higher Education Credit: The award of credit for non-credit courses is predicated on formal admission by the student to the credit-granting institution. For non-credit courses included in fully executed Written Credit Articulation Agreements, students are required to apply for higher education credit within 12 months after completion of the non-credit course(s). Institutional policy may allow for additional time beyond the 12 months.

4.6. Transferability of Awarded Credit: Courses transferred to a USHE credit-granting institution will be subject to the receiving institution's normal transfer credit policies per Regents' Policy R470.

4.7. Tuition and/or Fees Charged by USHE Institution: The receiving USHE institution may assess a one-time application/admission fee, at its current admission fee rate, at the time of the initial request for credit. A normal recording fee may be charged for recording credit for non-credit instruction according to the terms of the Written Credit Articulation Agreement. In harmony with Operating Policy A-6 of the Northwest Commission on Colleges and Universities, regular tuition and fees will be charged when a Dual Enrollment Model is used and the USHE credit-granting institution contracts with a third party for instruction. The total tuition for any specific course should be the same for all persons at any given time. Tuition charges in courses should be bona fide, effective on specific dates, and applicable to all who enroll thereafter or are presently in school, provided the enrollment agreement so stipulates. All extra charges and costs incidental to training should be disclosed to prospective students before they are enrolled.

R473-5. USHE Class Credit

5.1. Full Credit for USHE Classes: Students applying for credit for a non-credit course shall receive full credit at the receiving USHE institution for the course, if articulated. There is no provision for awarding partial course credit. Credit will be awarded after meeting the campus requirements for the specific certificate or degree in which the student has been enrolled.

5.2. Audit Credit not Applicable. USHE credit-bearing classes completed on an audit basis may not, at a later date, be transferred for credit.

R473-6. Written Credit Articulation Agreements

6.1. Agreements in Written Form; Distribution: Articulation agreements between non-credit programs and USHE credit-granting institutions will be in written form. Copies of these agreements will be provided to the Office of the Commissioner of Higher Education solely to enhance coordination of related activities within the state. Agreements will be updated annually by the participating institutions.

R473-7. Non-credit to credit options

7.1. Dual Enrollment Model: Students enroll in a non-credit course or courses where the USHE credit-granting institution has contracted with a third party to provide the instruction; the third party provider may generally offer non-credit courses. The educational experience is offered under the direction of the higher education institution. The selection process for course materials and faculty is the same as occurs on campus or at other off-campus sites, in compliance with the Northwest Commission on Colleges and Universities' Operational Policy A-6.

7.2 Credit Awarded through Established Articulation Agreement: Students enroll in a non-credit course or courses through a third party. The USHE credit-granting institution has not contracted with a third party to provide the instruction, but has evaluated the non-credit course competencies and has executed a Written Credit Articulation Agreement with the non-credit provider to award credit for successful completion.

7.2.1 Credit Awarded for Instructional Programs Completed at a campus of the Utah College of Applied Technology: Technical programs at campuses of the Utah College of Applied Technology may be considered for articulation with USHE institutions under the following conditions.

7.2.1.1 Articulation to an existing A.A.S. Degree in General Technology:

1. For students who have completed a technical program at a campus of the Utah College of Applied Technology consisting of at least 900 membership hours, and where there is a written credit articulation agreement in place with a USHE institution, the 900 (plus)-membership hour program will fulfill the 30-credit-hour requirement of technical specialty within the A.A.S. in General Technology.
2. Students must meet the regular admission requirements for the receiving USHE institution as published in the institutional catalog.
3. The student must provide an official transcript from the Utah College of Applied Technology.
4. The student who is admitted to degree admission status must meet all applicable pre-requisites as indicated by the appropriate placement instrument.
5. The student is required to complete the specified general education component at the community college or university.
6. Upon fulfillment of the requirements stated above, the student will receive thirty (30) semester hours of credit toward an existing A.A.S. degree with a compatible technical requirement or the A.A.S. degree in General Technology for the approved work completed at a UCAT campus. Credit for work completed at a UCAT campus will be posted at the USHE institution following completion of the USHE institution's program requirements. The credit posted on the transcript will not count in the calculation of the student's grade point average. Upon successful completion of all program requirements, the student will be awarded the Associate of Applied Science Degree.

7.2.1.2 Articulation to Specific A.A.S. Degrees in Community Colleges

Community colleges and technology centers may enter into agreements for the articulation of specific programs that lead to the award of the A.A.S. degree.

1. The institutions involved must agree that the learning outcomes specified in courses and/or programs offered by the UCAT campus satisfy learning outcomes in similar courses offered by the community college. Syllabi of the courses from the institutions involved, including assessment measures for course competencies, must be maintained and documented.
2. Semester hour credit awarded by the USHE institution in specific articulated programs will be proportionate to the equivalence of credits attained in the technical or career program offered by

the UCAT campus. The number of semester hours awarded in specific articulated programs may be up to thirty (30) semester hours and must fit within the requirements of the specified certificate or degree.

7.3 Credit Awarded for Non-Credit Courses Completed Without a Written Credit Articulation Agreement: If a student enrolls in a non-credit course or courses through a third party and the USHE credit-granting institution has not contracted with the third party, the USHE credit-granting institution may award credit, given it can determine the experience is comparable to specific credit course work, following individual institutional policy.

7.4. Credit Awarded for Competency Testing: USHE institutions currently award credit to admitted students who wish to challenge a particular course. By satisfactorily demonstrating achievement or competency through a comprehensive final examination or some other competency examination, students may be awarded credit for the course. It is not presumed that colleges or universities would be required to develop competency examinations in subject areas where the institution does not have equivalent course work. (See Policy R470.)

Appendix

Articulation of Courses Between Credit-Granting USHE Institutions and UCAT Campuses

The following process will guide USHE institutions in articulating with the Utah College of Applied Technology.

House Bill 15 specifies that the Utah System of Higher Education (USHE) will articulate courses with the Utah College of Applied Technology (UCAT) providing students with an educational pathway for selected courses.

(c) The board shall coordinate and support articulation agreements between the Utah College of Applied Technology and other institutions of higher education.

Working within Regents' Policy (R473), and in harmony with the standards of the Northwest Commission on Colleges and Universities, articulation agreements may be formed between a credit-granting USHE institution and a UCAT Campus under one of four conditions (see below).

The UCAT campus wishing to form an articulation agreement with a credit-granting USHE institution should first approach the USHE institution within the local service delivery area.

1. If the credit-granting institution has approved course(s), and desires to complete an articulation agreement, the articulation agreement may be completed through normal institutional processes.
2. If the credit-granting institution does not wish to complete an articulation agreement, they may decline to participate and the UCAT campus may contact other USHE institutions who may be interested.
3. If the local credit-granting USHE institution does not have the approved course(s), and wishes to complete an articulation agreement, the USHE institution has the option to seek approval for the course(s) through the normal institutional and Regent process.
4. If the local USHE institution does not have the approved course(s) and does not have a desire to establish the course(s), the UCAT campus may approach another credit-granting USHE institution that has the approved course(s) and desires to enter into an articulation agreement.

The Office of the Commissioner shall maintain a list of course articulations between UCAT campuses and credit-granting USHE institutions. Institutions are required to submit an updated list of formal articulation agreements by June 30 of each academic year.

S A M P L E
Utah System of Higher Education
Credit Articulation Agreement for Non-Credit Courses
FY2010-11

This Agreement, between (USHE Institution), a USHE credit-granting institution, and (Third Party Non-Credit Learning Provider) specifies the terms and conditions for the granting of (USHE Institution) credit for non-credit course work successfully completed with an external education or training provider. The parties enter into this Agreement on the ___ day of ____, 20__.

I. CREDIT ARTICULATION CONSIDERATIONS

This Agreement covers (list non-credit course or courses). The administrative model may be considered dual enrollment or credit awarded through an established articulation agreement as defined in R473.

- A. Description. *(Describe the non-credit course(s) learning objectives or competencies, assessments, and learning outcomes. Attach a list of the courses covered by this agreement for which credit is sought. Attach a copy of all non-credit curriculum.)*
- B. Special Provisions. *(Detail financial arrangements, special provisions and conditions for completion of non-credit course(s) that will lead to the award of credit.)*

II. EVALUATION & AMENDMENT

This agreement is in effect for instruction completed during the FY2010-11 academic year. Both parties must communicate changes in curriculum and/or in credit articulation in a timely manner. The Agreement may be terminated at the end of the academic year by either party. The decision to renew or terminate the credit articulation agreement should be made within 30 days of the beginning of the next academic year.

III. EXECUTION

The parties hereby execute this Credit Articulation Agreement as of the day and year first written above.

for (USHE institution)

_____ date
by _____
(Title)

for (Third Party Non-Credit Learning Provider)

_____ date
by _____
(Title)

