

January 10, 2018

MEMORANDUM

TO: State Board of Regents

FROM: David L. Buhler

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

Issue

Changes are required to Regent Policy R473, *Standards for Granting Academic Credit for CTE Course Work Completed in Non-Credit Instructional Formats* to make it consistent with code and to clarify certain aspects of the policy relative to accreditation requirements and institutional practices.

Background

Changes to state higher education code necessitate modifications to Regent Policy R473. This policy contains a number of references to the Utah College of Applied Technology. During the 2017 legislative session, SB 238, *Higher Education Governance Amendments* changed the name of this state entity to the Utah System of Technical Colleges. Modifications have been made to R473 to accomplish the following:

- Reflect the name change of the Utah System of Technical Colleges
- Clarify certain aspects of the policy where questions have arisen from institutions
- Align it more closely with accreditation standards and policies
- Reflect current practice of institutions

Policy Issues

The proposed changes make the policy current with state statute and institutional practices and provide closer alignment to standards and policies of the Northwest Commission on Colleges and Universities.

Commissioner's Recommendation

The commissioner recommends the Board approve the changes to Regent Policy R473, *Standards for Granting Academic Credit for CTE Course Work Completed in Non-Credit Instructional Formats*.

David L. Buhler
Commissioner of Higher Education

DBL/BKC
Attachment



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~~ [Utah System of Technical Colleges](#))
- 2.2. Utah Code §53B-2-106(2) (c) (Examination, Admission, and Classification of Students)
- [2.3. Utah Code 53B-1-103 \(4\) \(Articulation Agreements\)](#)
- 2.~~34~~. Utah Code §53B-16-102 (Changes in Curriculum)
- 2.~~45~~. [Regents](#) Policy ~~and Procedures~~ R401, Program Approval
- 2.~~56~~. [Regents](#) Policy ~~and Procedures~~ R411, Review of Existing Programs
- 2.~~67~~. [Regents](#) Policy ~~and Procedures~~ R470, General Education, Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination
- [2.8. Northwest Commission on Colleges and Universities, Transfer and Award of Credit Policy](#)
- [2.9. Northwest Commission on College and Universities, Contractual Relationships with Organizations Not Regionally Accredited Policy](#)

R473-3. Definitions

- 3.1. “USHE”: Utah System of Higher Education
- 3.2. “~~UCAT~~[USTC](#)”: Utah ~~College of Applied Technology~~ [System of Technical Colleges](#)
- 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.
- 3.5. “**Third-Party Provider**”: an institution or organization that provides non-credit programs of study and which enters into a dual enrollment agreement or Written Credit Articulation Agreement with a USHE

institution. Colleges within the Utah System of Technical Colleges and units within USHE institutions that provide non-credit programs of study are examples of Third-Party Providers.

R473-4. Converting Non-credit Instruction to Credit

4.1. **Awarding of Credit Based on Comparability and Applicability 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. An institution may grant credit ~~Higher education credit awarded~~ to students completing non-credit courses only after experienced and knowledgeable personnel who represent the institution review the courses and recommend that they are comparable and applicable to the institution's program(s) to which the credit is applied. ~~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 Institution's Chief Academic Officer must approve A "Written Credit Articulation Agreement" ~~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. The USHE institution is responsible to review ~~of~~ course content, objectives and outcomes, procedures, examinations, and teaching materials, for determining and to determine equivalency comparability and applicability, ~~is the responsibility of the receiving higher education program or department, and, ultimately, the receiving institution.~~ Course competencies must be equivalent, applicable and appropriate for the intended programs to which the credit is applied, 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~~ on the student being formally admitted to the credit-granting institution. For non-credit courses included in fully executed Written Credit Articulation Agreement s, 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.

4.4. **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.

4.5. **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. Institutions may also charge 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' Contractual Relationships with Organizations Not Regionally Accredited Policy, 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 provider 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 [provider](#) 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' [Contractual Relationships with Organizations Not Regionally Accredited Policy](#) ~~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 [provider](#). The USHE credit-granting institution has not contracted with a third-party [provider](#) to provide the instruction, but has evaluated the non-credit course competencies and has executed a written credit articulation agreement with the ~~non-credit~~ [third-party](#) 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.~~

~~7.2.1.4~~ Articulation to ~~an existing A.A.S.~~ [the Associate of Applied Science](#) Degree in General Technology

~~In accordance with a USHE institution's policy, and consistent with Northwest Commission on Colleges and Universities' policies and accreditation standards, a USHE institution may enter into written credit articulation agreements with third-party providers to articulate the Associate of Applied Science Degree in General Technology with non-credit courses or programs as follows:~~

~~1. For students who have completed a technical program at a [campus of the Utah College of Applied Technology](#) [third-party provider](#) 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-hours ~~requirement~~ of technical specialty within the ~~A.A.S.~~ [Associate of Applied Science \(AAS\)](#) 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~~ third-party provider.
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~~ requirements to earn the AAS degree.
6. Upon fulfillment of the requirements stated above, the student will receive thirty (30) semester ~~credit hours for the approved work completed at a third-party provider of credit toward an existing A.A.S. degree with a compatible technical requirement or the A.A.S.~~ the AAS degree in General Technology ~~for the approved work completed at a UCAT campus.~~ Credit for work completed at a ~~UCAT campus~~ a third-party provider will be posted on an official transcript 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~~ AAS degree in General Technology.

7.2.1-2. Articulation to Specific ~~A.A.S.~~ AAS Degrees ~~in Community Colleges~~ at USHE Institutions

~~Community colleges and technology centers~~ In accordance with a USHE institution's policy, and consistent with Northwest Commission on Colleges and Universities' policies and accreditation standards, a USHE institution may enter into written credit articulation agreements ~~for the articulation of~~ with third-party providers to articulate specific AAS degree programs ~~that lead to the award of the A.A.S. degree.~~

1. The USHE institutions involved must agree that the learning outcomes specified in courses and/or programs offered by the ~~UCAT campus~~ third-party provider satisfy learning outcomes in ~~similar~~ related courses offered by the ~~community college~~ USHE institution. Syllabi Required learning outcomes of the articulated courses from the ~~institutions involved~~ third-party provider, including assessment measures for course competencies, must be maintained and documented by the USHE institution.
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~~ third-party provider. The number of ~~semester hours~~ credits awarded in specific articulated programs may be up to thirty (30) semester credit hours and must fit within the requirements of the specified ~~certificate or~~ degree.
3. Credit for work completed at a third-party provider, particularly blocks of credit for multiple non-credit courses, may be posted to an official transcript 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 AAS 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 provider and the USHE credit-granting institution has not contracted with the third-party provider, the USHE credit-granting institution may award credit, given if 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~~ may 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~~ USTC Colleges.

~~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.~~ Utah Code 53B-1-103 (4) states:

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

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

The ~~UCAT campus~~ USTC college 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~~ local USHE institution ~~has approved~~ offers related course(s), and desires to complete an articulation agreement, the articulation agreement may be completed through normal institutional processes.
2. If the ~~credit-granting~~ local USHE institution does not wish to complete an articulation agreement, ~~they it~~ may decline to participate and the ~~UCAT campus~~ USTC college may ~~contact then request articulation with other USHE institutions who may be interested~~ that offer or may wish to offer related courses.
3. If the local ~~credit-granting~~ USHE institution does not ~~have the approved~~ offer related course(s), and wishes to complete an articulation agreement, the USHE institution has the option to ~~seek approval for the~~ develop related course(s) through ~~the normal~~ institutional ~~and Regent~~ processes.
4. If the local USHE institution does not ~~have the approved~~ offer related course(s) and does not ~~have a desire plan~~ to ~~establish~~ develop the course(s), the ~~UCAT campus~~ USTC college may ~~approach request articulation with other another credit-granting~~ USHE institutions that ~~has the approved~~ offer or may wish to offer related course(s) ~~and desires to enter into an articulation agreement.~~

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

USHE institutions may use the following template as a guide when entering into Written Credit Articulation Agreements with USTC colleges and other third-party providers of non-credit courses.

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

This Agreement, between (USHE Institution), a USHE credit-granting institution, and (third-party ~~provider~~ 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(s) and program(s) as applicable to this agreement of 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)/programs learning objectives or competencies, assessments, and learning outcomes. Attach a list of the course(s)/programs covered by this agreement for which credit is sought. Attach a copy of all non-credit curriculum to include course syllabi and/or course learning outcomes.*)
- 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 Written Credit Articulation Agreement as of the day and year first written above.

for (USHE Institution's Chief Academic Officer)

_____ date
by _____
(Title)

for (Third-Party ~~Non-Credit Learning~~ Provider)

_____ date
by _____
(Title)



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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 System of Technical Colleges)
- 2.2. Utah Code §53B-2-106(2) (c) (Examination, Admission, and Classification of Students)
- 2.3. Utah Code 53B-1-103 (4) (Articulation Agreements)
- 2.4. Utah Code §53B-16-102 (Changes in Curriculum)
- 2.5. Regents Policy R401, Program Approval
- 2.6. Regents Policy R411, Review of Existing Programs
- 2.7. Regents Policy R470, General Education, Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination
- 2.8. Northwest Commission on Colleges and Universities, Transfer and Award of Credit Policy
- 2.9. Northwest Commission on College and Universities, Contractual Relationships with Organizations Not Regionally Accredited Policy

R473-3. Definitions

- 3.1. **"USHE"**: Utah System of Higher Education
- 3.2. **"USTC"**: Utah System of Technical Colleges
- 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.
- 3.5. **"Third-Party Provider"**: an institution or organization that provides non-credit programs of study and which enters into a dual enrollment agreement or Written Credit Articulation Agreement with a USHE

institution. Colleges within the Utah System of Technical Colleges and units within USHE institutions that provide non-credit programs of study are examples of Third-Party Providers.

R473-4. Converting Non-credit Instruction to Credit

4.1. Awarding of Credit Based on Comparability and Applicability 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. An institution may grant credit to students completing non-credit courses only after experienced and knowledgeable personnel who represent the institution review the courses and recommend that they are comparable and applicable to the institution's program(s) to which the credit is applied. Non-credit course competencies that are congruent with existing credit course competencies at community colleges or universities may be awarded college credit. The institution's Chief Academic Officer must approve a "Written Credit Articulation Agreement" 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. The USHE institution is responsible to review course content, objectives and outcomes, procedures, examinations, and teaching materials, and to determine comparability and applicability. Course competencies must be applicable and appropriate for the intended programs to which the credit is applied, 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 the student being formally admitted 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.

4.4. 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.

4.5. 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. Institutions may also charge a normal recording fee for recording credit for non-credit instruction according to the terms of the Written Credit Articulation Agreement. In harmony with the Northwest Commission on Colleges and Universities' Contractual Relationships with Organizations Not Regionally Accredited Policy, 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 provider 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 provider to provide the instruction. 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' Contractual Relationships with Organizations Not Regionally Accredited Policy.

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

7.2.1. Articulation to the Associate of Applied Science Degree in General Technology

In accordance with a USHE institution's policy, and consistent with Northwest Commission on Colleges and Universities' policies and accreditation standards, a USHE institution may enter into written credit articulation agreements with third-party providers to articulate the Associate of Applied Science Degree in General Technology with non-credit courses or programs as follows:

1. For students who have completed a technical program at a third-party provider 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 30 credit-hours of technical specialty within the Associate of Applied Science (AAS) 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 third-party provider.
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 requirements to earn the AAS degree.
6. Upon fulfillment of the requirements stated above, the student will receive thirty (30) semester credit hours for the approved work completed at a third-party provider the AAS degree in General Technology. Credit for work completed at a third-party provider will be posted on an official transcript 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 AAS degree in General Technology.

7.2.2. Articulation to Specific AAS Degrees at USHE Institutions

In accordance with a USHE institution's policy, and consistent with Northwest Commission on Colleges and Universities' policies and accreditation standards, a USHE institution may enter into written credit articulation agreements with third-party providers to articulate specific AAS degree programs.

1. The USHE institutions involved must agree that the learning outcomes specified in courses and/or programs offered by the third-party provider satisfy learning outcomes in related courses offered by the USHE institution. Required learning outcomes of articulated courses from the third-party provider, including assessment measures for course competencies, must be maintained and documented by the USHE institution.
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 third-party provider. The number of credits awarded in specific articulated programs may be up to thirty (30) semester credit hours and must fit within the requirements of the specified degree.
3. Credit for work completed at a third-party provider, particularly blocks of credit for multiple non-credit courses, may be posted to an official transcript 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 AAS 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 provider and the USHE credit-granting institution has not contracted with the third-party provider, the USHE credit-granting institution may award credit, if 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 may 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 USTC Colleges.

Utah Code 53B-1-103 (4) states:

(c) The board shall coordinate and support articulation agreements between the Utah System of Technical Colleges and other institutions of higher education.

Working within Regents' Policy (R473), and in harmony with policy and standards of the Northwest Commission on Colleges and Universities, articulation agreements may be formed between a credit-granting USHE institution and a USTC college using the following guidance:

The 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 local USHE institution offers related course(s), and desires to complete an articulation agreement, the articulation agreement may be completed through normal institutional processes.
2. If the local USHE institution does not wish to complete an articulation agreement, it may decline to participate and the USTC college may then request articulation with other USHE institutions that offer or may wish to offer related courses.
3. If the local USHE institution does not offer related course(s), and wishes to complete an articulation agreement, the USHE institution has the option to develop related course(s) through institutional processes.
4. If the local USHE institution does not offer related course(s) and does not plan to develop the course(s), the USTC college may request articulation with other USHE institutions that offer or may wish to offer related course(s).

The Office of the Commissioner maintains a list of course articulations between USTC colleges and credit-granting USHE institutions. Institutions shall submit an updated list of written credit articulation agreements by June 30 of each academic year.

USHE institutions may use the following template as a guide when entering into Written Credit Articulation Agreements with USTC colleges and other third-party providers of non-credit courses.

S A M P L E

**Written Credit Articulation Agreement for Non-Credit Courses
FY2010-11**

This Agreement, between (USHE Institution), a USHE credit-granting institution, and (third-party provider) specifies the terms and conditions for the granting of 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(s) and program(s) as applicable to this agreement). 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)/programs learning objectives or competencies, assessments, and learning outcomes. Attach a list of the course(s)/programs covered by this agreement for which credit is sought. Attach a copy of all non-credit curriculum to include course syllabi and/or course learning outcomes.)*
- 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 _____ 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 Written Credit Articulation Agreement as of the day and year first written above.

for (USHE Institution's Chief Academic Officer)

_____ date
by _____
(Title)

for (Third-Party Provider)

_____ date
by _____
(Title)

