

# Academic Policies and Procedures

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## Credit by Examination (Extra Institutional Credit)

Utah Tech awards credit for knowledge and competencies as measured by standard examinations such as the Advanced Placement program (AP) and the College Level Examination Program (CLEP). Specific exams, subject areas accepted, the minimum score requirements and the amount of credit granted are posted below.

Conditions for receiving credit by examination:

- Students must be currently enrolled at Utah Tech to receive any credit by examination.
- A fee is assessed for posting credit by examination to a transcript.
- Credit may not be received more than once for the same course.
- If a student has ever received a grade, including a "W," in a course for which credit by exam is awarded, the credit by exam option is no longer available. A credit by exam cannot replace a course grade.
- All credit received for examinations is graded "P" (Pass).
- Credit earned by exam can be used to fulfill General Education requirements as appropriate.
- Utah Tech will award no more than a combined maximum of 30 total credits for the following:
  - Advance Placement credit (AP)
  - College Level Examination Program credit (CLEP)
  - Foreign Language Achievement Testing Services credit (BYU FLATS)
  - International Baccalaureate credit

Specific exam scores and course credits awarded are listed in the Registration section of this catalog.

## Challenging Courses for Credit

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:

- The student must be enrolled in the course and may only challenge during the first two weeks of the semester. If a student has ever received a grade in a course (A – F, AU, W, etc.), they may not challenge that course.
- 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. If the department chair is the instructor, the approval of the dean is required.
- An examination fee may be required.
- 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.

## Testing Out of a Course with No Credit

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 taking the course.

- If the student fails the examination, nothing is posted to the transcript.
- 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.
- There may be a fee to take the examination, but no posting fee will be applied since no credit is awarded.
- Courses currently offering this option are listed in the University Catalog.

## Vertical Credit for Foreign Language Classes

Vertical Credit is only awarded to advanced foreign language students and is not available for other types of classes. After passing an advanced foreign language class with a C grade or higher, up to sixteen (16) credits of vertical credit may be received for the courses that are preparatory to the advanced class using the following procedures and guidelines:

- Pay the posting fee at the Cashier's Office
- Fill out and return the Extra-Institutional Credit form with a copy of your receipt for the posting fee to the Registrar's Office.
- After the above steps are completed, ungraded elective or General Education foreign language credit is awarded for the preparatory foreign language course(s).

See the *Extra-Institutional Credit policy* (523 (<https://catalog.utahtech.edu/academicpoliciesandprocedures/523.pdf>)) for more information.