

# Davis Applied Technology College: A Utah College of Applied Technology Campus Transfer of Credit Policy and Procedures

**Effective Date: 4/8/2013**  
Campus President's Council Approval: 4/8/2013

## 1. Purpose

The purpose of the Transfer of Credit policy is to specify the regulations which apply to credit transferred into a student's training plan from courses taken at the College as part of a different training plan, from courses and experience gained outside of the College and from courses taken at other institutions as covered by an existing articulation agreement.

## 2. References

- 2.1. Davis Applied Technology College Admissions and Registration Policy and Procedures
- 2.2. Utah Code 53B-16-107

## 3. Definitions

- 3.1. **Competencies** - The specialized knowledge, skills and attitudes required for successful performance relating to a specific occupation.
- 3.2. **Demonstration of Competency** - A written test and/or demonstration of skills to an instructor that allows students to show that they have mastered competency requirements of a given course or module. Students who complete course work by the demonstration of competency will not be awarded standard hours for work that was not completed in class.
- 3.3. **Alternate Documentation** - Documentation provided by individual students to an instructor that is accepted in lieu of the completion of course work or the demonstration of competency. Documentation may be transcripts (or similar documents) of prior course completion, specific industry examinations or licensing and/or demonstration of competency through prior knowledge, skill or experience.

## 4. Policy

### 4.1. Student Transfer Between College Programs

- 4.1.1. Students may transfer between College programs by completing a Training Plan Update Request (which is available in Student Services).
- 4.1.2. Because a program change may impact a student's educational and career goals, lengthen the time required to complete a program, an/or impact financial sponsorship or aid, the student must discuss potential change with an academic advisor and/or financial aid personnel prior to initiating the change.
  - 4.1.2.1. Unless otherwise noted, the student's sponsor or sponsoring agency will be required to sign off on the change before it can be accepted.
- 4.1.3. Some courses completed in the previous program may not be required in the new program. Courses that are in both programs and have been completed will not have to be retaken.
  - 4.1.3.1. Courses with the same course number are considered to be the same.

**4.1.4.** Following submission of the Program Change Request, student records will be evaluated to verify the student meets program admission requirements. Students who do not meet admission requirements may be required to take additional admission tests, complete an application process or take Skill Development courses.

## **4.2. Alternate Documentation**

**4.2.1.** Alternate documentation allows students to complete courses on the training plan by providing evidence of competency through equivalent courses completed at the College or other educational institutions, specific industry examinations or licensing and/or demonstration of competency through prior knowledge, skill or experience.

**4.2.2.** Students requesting alternate documentation must submit an Alternate Documentation Request, available in Student Services, with required official documentation to the program instructor for evaluation.

**4.2.3.** If accepted, the instructor sign the request and return it and copies of the official documentation used to establish competency, to the Assessment Center to be recorded in the College student information system. The request and official documentation will be included in the student record.

**4.2.4.** If accepted, courses will not include a grade or be included in the student grade point average.

**4.2.5.** If not accepted, competency based training at the College enables students to progress quickly in courses in which they have prior knowledge, skills and/or experience.

**4.2.6.** Students must complete at least 50% of their program course requirements (as measured by defined course length) while enrolled at the College.

### **4.2.7. Course Work Completed at other Educational Institutions**

**4.2.7.1.** Students must provide documentation to the instructor that includes a high school report card and/or official college or university transcripts.

**4.2.7.2.** Courses included in secondary and post-secondary articulation agreements will be shown on the program web page and will include standards for acceptance. Courses not included in secondary and post-secondary articulation agreements will be evaluated by College instructors on an individual basis.

**4.2.7.3.** Courses considered must have been completed in the previous three years unless otherwise stated.

**4.2.7.3.1.** In keeping with Utah Code 53B-16-107 (Credit for military service and training) the three year time limit will be waived for veterans presenting transcripts for training completed at properly accredited military colleges including the American Council on Education ([www.acenet.edu](http://www.acenet.edu))

**4.2.7.3.2.** While still maintaining the academic integrity of their programs, faculty are encouraged to be generous in accepting military service and training for alternate documentation.

### **4.2.8. Industry Certification**

**4.2.8.1.** Industry certifications eligible as alternate documentation will be shown on the program web page and must be the equivalent version to version represented in the course(s).

**4.2.8.2.** Students must provide documentation to the instructor that includes an official copy of industry certification and license.

**4.2.9. Demonstration of Competency**

**4.2.9.1.** Students who believe they have sufficient knowledge, skill or experience to meet course performance requirements may request to prove their competency in lieu of participation in a course.

**4.2.9.2.** Students may not request to demonstrate competency in programs and/or courses with state licensure attendance requirements.

**4.2.9.3.** In order to successfully prove competency, students must meet or exceed the performance requirements of the regular College course by taking written tests and/or demonstrating competency at the standards defined in the course curriculum.

**4.2.9.4.** Students in programs with open or defined-entry, defined-exit enrollment must inform Student Services *prior to their enrollment* of their intent to demonstrate competency in lieu of participation in a course. The student must pay the designated, non-refundable fee for Competency Demonstration, receive the Competency Demonstration form from the Assessment Center, and complete the test within five days.

**4.2.9.4.1.** If the student successfully passes the test, the instructor will sign the form and have it returned to the Assessment Center to be recorded in the student's record as 'Alternate Documentation – Competency Demonstration.'

**4.2.9.4.2.** If the student fails the test, no completion information will be recorded.

**5. Procedures**

**5.1. Transfer between college programs**

**5.1.1.** Students wishing to transfer from one College program to another (including updating to a newer Training Plan in their current program) must complete a Training Plan Update Request form and submit it in Student Services.

**5.2. Alternate Document for work done elsewhere**

**5.2.1.** Students who believe that their prior training and/or experience is equivalent to coursework required for their College Training Plan must meet provide documentation of such training and/or experience to their instructor for evaluation.

**5.2.2.** If the instructor accepts the documentation, they must submit copies of the documentation and an Alternate Documentation Request to the Assessment Center where it will be recorded on the student's transcript.

**5.3. Demonstration of Competency**

**5.3.1.** Students who wish to challenge a course by demonstrating competency must present themselves in Student Services to have the Competency Demonstration attempt added to their schedule. They will

have five school days to successfully demonstrate competency through the methods outlined in this policy.

- 5.3.2.** Upon successful completion of the Competency Demonstration, the instructor will sign the Competency Demonstration form which will be returned to the Assessment Center to be recorded on the student's transcript.