

# Davis Technical College

## Transfer of Credit Policy and Procedures

Effective Date: 06-11-2018

### 1. Purpose

1.1. The purpose of the Davis Technical College (College) 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, courses and experience gained outside of the College and courses taken at other institutions as covered by an existing articulation agreement.

### 2. References

2.1. College Admissions and Registration Policy and Procedures

2.2. Utah Code 53B-16-107

### 3. Definitions

3.1. **Articulation** – Formal agreements between secondary and post-secondary educational institutions outlining the transfer and acceptance of credit or equivalent course work.

3.2. **Competencies** – The specialized knowledge, skills, and attitudes required for successful performance in a specific occupation.

3.3. **Demonstration of Competency** – A written test and/or demonstration of skills to faculty allowing students to show they have mastered competency requirements of a given course or module.

3.4. **Alternate Documentation** – Documentation provided by individual students to faculty accepted in lieu of the completion of course work or the demonstration of competency. Documentation may include report cards or transcripts showing prior course completion at the college or another educational institution, industry certification or licensure, and/or demonstration of competency through prior knowledge, skill, or experience. Also called Prior Learning Assessment (PLA).

### 4. Policy and Procedures

#### 4.1. Student Transfer Between College Programs

4.1.1. Students may transfer between College programs or move to a new program training plan by completing and submitting a Training Plan Update Request form to 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, and/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 program change before it will be accepted.

**4.1.3.** Some courses completed in the original program may not be required in the new program.

**4.1.3.1.** Courses with the same course number will be considered to be equivalent and will not have to be repeated.

**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.** Students who believe their prior training and/or experience is equivalent to a course in a given program must provide documentation of such training and/or experience to a program faculty member for evaluation.

**4.2.2.** If accepted, the faculty member will sign the request and return it with copies of supporting documentation to the Assessment Center to be recorded in the college student information system and included in the student record.

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

**4.2.4.** For cases in which faculty grants partial course credit, the student must enroll in, and pay for the course. Faculty will indicate acceptance of alternate documentation for the given module in the student information system.

**4.2.5.** Students must complete at least 50% of the total program course requirements while enrolled at the college.

**4.2.6. Transfer of Students from other Educational Institutions**

**4.2.6.1.** Students must provide a report card or transcripts to faculty for evaluation of course equivalency.

**4.2.6.2.** Courses included in secondary and post-secondary articulation agreements will be shown on the program web page and will include criteria for acceptance. Courses not included in secondary and post-secondary articulation agreements will be evaluated by college faculty members on an individual basis.

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

**4.2.6.3.1.** In accordance 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 accredited military colleges including the American Council on Education (www.acenet.edu).

**4.2.6.3.2.** While maintaining academic integrity, faculty are encouraged to be generous in accepting military service and training for alternate documentation.

**4.2.7. Industry Credentials**

**4.2.7.1.** Industry certifications eligible as alternate documentation will be shown on the program web page and must be actively valid with equivalent version, if applicable.

**4.2.7.2.** Students must provide faculty with a copy of industry certification and/or licensure for evaluation of equivalency and acceptance as alternate documentation.

**4.3. Demonstration of Competency**

**4.3.1.** 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.

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

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

**4.3.1.3.** Students intending to demonstrate competency must inform Student Services prior to their enrollment in the given 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 business days.

**4.3.1.3.1.** Faculty who determine the student has successfully demonstrated competency must sign the Competency Demonstration Form. The student must return the completed form to the Assessment Center to be recorded in the student's record.

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

**5. Approval**

Review Effective Date: 06-11-2018

Effective Date: 04-08-2013

President's Council Approval: 04-08-2013