

R473, Standards for Granting Academic Credit for Course Work Completed at Applied Technology Centers¹

R473-1. Purpose: To define when higher education credit is awarded to students who complete course work at an Applied Technology Center.

R473-2. References

- 2.1. Utah Code §53A-15-203 (Applied Technology Centers)
- 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 R165, Concurrent Enrollment
- 2.5. Policy and Procedures R401, Program Approval
- 2.6. Policy and Procedures R402, Program Additions or Changes Requiring Board Approval and Notification
- 2.7. Policy and Procedures R411, Review of Existing Programs
- 2.8. Policy and Procedures R463, Credit by Examination

R473-3. Definitions

- 3.1. **"SBE"**: the Utah State Board of Education and the Utah State Board for Applied Technology Education.
- 3.2. **"ATC"**: Applied Technology Center.
- 3.3. **"ATC Class or Program Competency"**: applied technology-specific and applied technology-related course work completed at an ATC in which no instructional costs are ordinarily incurred by the USHE institution granting credit.
- 3.4. **"USHE Class"**: college-level general education and related course work offered by higher education institutions at an ATC utilizing regular extension or adjunct faculty.
- 3.5. **"Applied Technology-Specific Course Work"**: ATC programs which are designed specifically for occupational training programs which are either required or offered as electives in those programs.
- 3.6. **"Applied Technology-Related Course Work"**: programs not designed specifically for an occupational training program but which are provided to support the specific occupational-related skills and knowledge required for success in occupational training programs. This includes business English, shop mathematics, applied trigonometry, business mathematics, applied algebra, and descriptive geometry.

¹ Adopted December 18, 1984; amended September 13, 1985; replaced September 18, 1992.

3.7. **"General Education"**: courses which may be required in a specific occupational training program but which are designed to introduce students to the content and methodology of the major areas of knowledge--the humanities, the fine arts, the natural sciences, and the social sciences--and to help them develop the mental skills that make them more effective learners.

R473-4. Policy on ATC Class Credit

4.1. **Comparability of Program and Written Credit Agreement**: Higher education credit awarded to students completing an ATC class or program competency is based upon comparability between the ATC and USHE program and demonstrated competencies achieved in the ATC course or program. Applied Technology program competencies that are congruent with existing courses at community colleges or universities shall be awarded college credit. Approval for a credit agreement shall be requested by an Applied Technology Center Superintendent, approved by the higher education institution in an approved written format, and finalized before credit is awarded.

4.2. **Evaluation by Receiving Institution**: Receiving USHE institutions shall evaluate programs at ATC's for approval. Students satisfactorily completing approved programs are awarded higher education credit for the program and shall not be required to re-demonstrate competencies achieved in the ATC program, except in some cases, when there is a time lapse of greater than twelve months between completion of the ATC course work and application for higher education credit. Review of course content, procedures, examinations, and teaching materials, are the responsibility of the appropriate higher education program or department to ensure quality and comparability with courses offered on the respective institutions' campuses.

4.3. **Early Student Application for Higher Education Credit**: Students are encouraged to apply for higher education credit as soon as possible upon completion of the ATC learning experience. An application for award of credit will also constitute an application for admission to the institution. Most applications for credit should generally be processed not later than 12 months after completion of the ATC learning experience. Applications for credit after the 12 month period may be problematic because of changes in programs, and because it may be necessary to reassess students' retention of competencies achieved.

4.4. **Credit for Courses above the 100 Course Number Level**: Credit for completing ATC basic education courses, such as reading comprehension, written and oral communication, and computing, which are considered to be remedial or developmental, and numbered less than 100, at the USHE institution may not be awarded by a USHE institution. Credit may be transferred for ATC classes which are equivalent to USHE institution courses offered above the 100 course number level.

4.5. **Source of External Learning Experience Identified in Transcript**: To ensure transcript integrity, credit awarded by the college or university must identify the source of the external learning experience.

4.6. **Transferability of Awarded Credit**: Awarding of credit for an ATC class or program competency at one USHE institution shall ensure acceptance of the credit as transfer credit at any other USHE institution. Credit awarded for work at an ATC may subsequently be transferred to USHE institutions. The transferred credit may be treated as elective credit by other USHE institutions. Students should be advised that the most appropriate application of applied technology credit is toward related certificate and associate degree programs.

4.7. **Fees Charged by USHE Institution**: Unless a contrary arrangement has been jointly agreed upon by an ATC and a USHE institution, students applying for ATC class credit shall not be assessed by the receiving USHE institution any fee to make up the difference between the tuition charged by the ATC and

that charged by the USHE institution. The 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. The fee shall be used to cover the costs of evaluating transcripts and establishing student records.

R473-5. Policy on USHE Class Credit

5.1. Full Credit for USHE Classes: Students applying for credit for a USHE class shall receive full credit at a receiving USHE institution. There is no provision for awarding partial course credit. USHE classes completed on an audit basis may not, at a later date, be transferred for credit.

5.2. Convenience of Course Offerings: USHE institutions requested to offer general education at an ATC should make every effort to offer the courses at the time of the year and at the time of the school day requested. If a general education course required for an applied technology education program offered at an ATC cannot be made available by a USHE institution, the ATC may appeal to the State Board of Regents/State Board for Applied Technology Education Liaison Committee.

R473-6. Articulation Agreements

6.1. Agreements in Written Form; Distribution: Articulation agreements between Applied Technology Centers and Institutions of Higher Education should be in written form. Copies of these agreements should be provided to the appropriate Regional Vocational Planning Councils, the Associate Superintendent for Public Instruction and the Deputy Commissioner for Higher Education to enhance coordination of related activities within the state. Agreements will normally be updated annually by the participating organizations.

R473-7. Summary of ATC credit options

7.1. Concurrent Enrollment Model: This option presumes that the educational experience at the ATC is in fact 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. Registration for the course is accomplished by the college or university or its designees. Students elect to enroll in the course for higher education credit and complete admission/registration materials before the course begins. Existing program examples include the Bridgerland ATC/ Utah State University Meat Cutting Program and the Davis ATC/ Salt Lake Community College Licensed Practical Nursing Program. An Automotive Program is being discussed between Sevier Valley ATC and Snow College. (See Policy and Procedures R165, Concurrent Enrollment.)

7.2. 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 sitting for 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 and Procedures R463, Credit by Examination.)

7.3. Awarding Transfer Credit Model: This option presumes that a higher education institution has evaluated some external experience, such as learning achieved at an accredited or unaccredited institution, and has determined that the experience is comparable to specific courseware at the higher education institution. The college or university determines that it is possible to grant credit for the external experience, so long as the credit is properly identified as resulting from an external experience. This credit is treated somewhat similar to transfer credit received from a credit-granting institution. The award of transfer credit is predicated on formal admission by the student to the credit granting institution.