Academic Standards Subcommittee Agenda, November 18, 2013

Utah State University

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Academic Standards Subcommittee of EPC
November 18, 2013 3:30 – 4:30 p.m.
Old Main 164J (RGS conf. room)

Agenda

Membership:
• Scott Bates (Chair, Emma Eccles Jones College of Education and Human Services)
• Thomas Fronk (College of Engineering)
• Cliff Skousen (Huntsman School of Business)
• Charlie Huenemann (College of Humanities and Social Sciences)
• Roland Squire (Registrars office)
• Stephanie Hamblin (Director of university advising)
• Doug Fiefia (USUSA President)

Proposed policy changes (Roland Squire):
• College Level Examination Program
• Credit by Departmental Examination
• Credit Transfer Policy
• Transcript Process and Evaluation
• Dual Majors
• Second Bachelor’s Degree
• Associate of Science
• Letter of Completion

Information Items
• Next meeting time/day will be determined via doodle poll.
College-Level Examination Program (CLEP)

The CLEP examinations were designed for students who wish to utilize previous knowledge and experience in lieu of required coursework. CLEP is a national program of credit-by-examination, allowing students to obtain recognition for college-level achievement. This privilege is intended to measure information and training gained from practical experience that may be considered the equivalent of the experience and training received by students in an organized course given at the University.

Credits may be acquired through the CLEP examinations. These credits may be used to fill General Education Requirements and may also be accepted as equivalent to specific courses. Students interested in taking a CLEP exam should contact the University Testing Services Office, University Inn 115.

Individual departments and/or colleges may specify the exact courses required to fill their requirements and may require more than the minimum General Education requirements. Some departments and colleges require specific coursework for General Education, which the CLEP exams may not satisfy.

If, prior to (or after) taking a CLEP examination, a student receives credit (including AP credit) for any coursework equivalent to the subject matter of a CLEP examination, the credits earned for the course will be deducted from the credits awarded for the examination.

A student is not allowed to take and receive academic credit for a CLEP examination after he or she has completed an equivalent or more advanced course within that subject matter. Any exceptions must be approved by a student’s academic college.

USU will accept a maximum of 30 total credits from CLEP, DANTES Standardized Subject Tests (DSST), and cooperative education/internship credit combined.

Other institutions have policies differing from those of USU regarding CLEP scores and credits granted for those scores. For transfer students with less than an associate degree, CLEP credit posted to another institution’s transcript is reevaluated based on USU’s standard.
New

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Old

Credit by Departmental Examination

Matriculated students may challenge a course for credit by taking a departmental examination. Departments will determine if a course is appropriate for challenge; students should contact the instructor and/or department. If a challenge exam is available, the instructor should advise the student as to whether he or she has a reasonable chance of passing. The examination will survey knowledge of the course content and may include papers, projects, portfolios, etc.

Students challenging a course for which they are registered must do so within the first two weeks of the course. Students not registered will be required to pay a course-specific examination fee. Students who take a departmental examination will receive the exam grade posted to their transcript for that course. Credits earned through departmental examination can be used to meet the minimum USU course requirement.

New

Credit by Departmental Examination

Undergraduate, matriculated students may challenge a course for credit by taking a departmental examination. Departments will determine if a course is appropriate for challenge; students should contact the instructor and/or department. If a challenge exam is available, the instructor should advise the student as to whether he or she has a reasonable chance of passing. The examination will survey knowledge of the course content and may include papers, projects, portfolios, etc.

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Transfer Credit

Utah State University awards transfer credit for academic work completed at other academic institutions. Transfer and articulation is not based solely on the accreditation status of the transfer institution. **Acceptance of credit should not be confused with its application.** Transfer credit may or may not apply to the graduation requirements of Utah State University, regardless of the number of credits transferred.

In order to transfer credit to Utah State University, official transcripts of credit must be submitted to the Admissions Office. Submitted transcripts become the property of Utah State University, and will not be returned. Transcripts from **all** institutions previously attended are required.

Credit Transfer Policy

At its discretion, the University may accept transfer credit from accredited and nonaccredited institutions and miscellaneous sources. These may include:

(1) accredited institutions, (2) foreign universities, (3) U.S. military credit for approved job and educational experiences, (4) credit by examination, and (5) miscellaneous sources, such as internships and nontraditional learning experiences. Further details about these sources are shown below.

The following evaluation criteria for acceptance will be used:

(1) accreditation status of the institution, (2) recognized national standards published by the American Association of Collegiate Registrars and by the American Council on Education, (3) guidelines given by the State Board of Regents (including guidelines for CLEP and AP credit), and (4) recommendations given by various University units having appropriate academic competence, including the Faculty Senate, as well as college and departmental curriculum committees.

**Acceptance of credit should not be confused with its application.** Transfer credit may or may not apply to the graduation requirements of Utah State University, regardless of the number of credits transferred.

Credit other than that intended wholly to meet the General Education requirements of the receiving institution will be applied on the basis of the appropriateness of credit to a particular institution’s specific degree program requirements as determined by the receiving institution. At Utah State University, coursework acceptability will be determined by the student’s major department.
Credit for quarter courses numbered 100 or above, or for semester courses numbered 1000 or above, earned in the Utah System of Higher Education (USHE) is transferable within the System and will be carried on the student’s transcript by the receiving institution.

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Transfer Credit

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Old

Transcript Process & Evaluation

Once the Admissions Office has completed your admissions application, your transcript will be sent to the Registrar’s Office to be posted by the Articulation Staff. Transfer courses that are not in BANNER will be sent to an Articulation Representative for evaluation, which will then determine how the course will transfer.

If you disagree with how a course transfers to USU, please use the Transfer Credit Recommendation Form for re-evaluation for possible acceptance at Utah State University.

To have courses from the Military evaluated for acceptance fill out the Military Credit Evaluation Form.

New

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Old

Dual Majors

Students receive a single degree and diploma, but have two different majors, either within the same college or from two different colleges. In order to complete a dual major, students must complete all requirements for both of two previously approved majors. These true dual majors do not require any additional approval. A hybrid of two majors (in which students complete only part of the requirements for one or both of the majors) can no longer be considered a dual major, but must be redefined as a composite major (see definition of composite major below). In a dual major, any combination of two majors is possible and may be described in the General Catalog. Exceptions to this policy include the Interdisciplinary Studies degree, which may not be combined with another major in a dual major, and any combination of majors specifically prohibited by a departmental or college policy. The graduation form will simply list them as first and second majors. No formal statement or advertisement of potential combinations is necessary. Students can simply work with advisors to ensure that they meet all major requirements for both majors. In order for a “degree audit” system to work and to allow departments to track their advisees, students should declare both majors using the Change of Matriculation form. The first major chosen will be called primary in the University’s data tracking system, and the second one chosen will be called secondary. Students may need to accumulate credits beyond the 120 credit minimum, in order to complete all requirements for both majors. While each major must remain under the 126 credit limit, the combined credit total for a dual major may exceed the 126 credit limit.
Dual Majors

Students can earn a single multiple degrees and majors diploma, but have two different majors, either within the same college or from two different colleges. They will then receive a diploma for each major. In order to complete a dual major, students must complete all requirements for both of two previously approved majors. These true dual majors do not require any additional approval. A hybrid of two majors (in which students complete only part of the requirements for one or both of the majors) can no longer be considered a dual major, but must be redefined as a composite major (see definition of composite major below). In a dual major, any combination of two majors is possible and may be described in the General Catalog. Exceptions to this policy include the Interdisciplinary Studies degree, which may not be combined with another major in a dual major, and any combination of majors specifically prohibited by a departmental or college policy. The graduation form will simply list them as first and second majors. No formal statement or advertisement of potential combinations is necessary. Students can simply work with advisors to ensure that they meet all major requirements for both majors. In order for a “degree audit” system to work and to allow departments to track their advisees, students should declare both majors using the Change of Matriculation form. The first major chosen will be called primary in the University’s data tracking system, and the second one chosen will be called secondary. Students may need to accumulate credits beyond the 120 credit minimum, in order to complete all requirements for both majors. While each major must remain under the 126 credit limit, the combined credit total for a dual major may exceed the 126 credit limit.
Old

Second Bachelor’s Degree

Applicants for a second bachelor’s degree must file an application with the Admissions Office and obtain the recommendation of their academic dean prior to being admitted. A second bachelor’s degree is available only to those on whom a first bachelor’s degree has been conferred by a regionally-accredited institution. Students must complete a minimum of 30 USU credits beyond those applied toward the first bachelor’s degree, 18 of which must be earned in department-approved upper-division courses related to the major. USU credits may be earned in courses completed at USU’s Logan campus or at designated centers, or through classes offered by Regional Campuses and Distance Education through USU.

Students may apply for a second bachelor’s degree only if the major is different from the major in the first bachelor’s degree.

Candidates for a second bachelor’s degree who did not satisfy the Communications Literacy, Quantitative Literacy, and American Institutions requirements in the first bachelor’s degree, must satisfy any deficiencies in these requirements before receiving the second bachelor’s degree.

Note: The first bachelor’s degree must have been awarded by a regionally-accredited college or university. Students who earn a degree from an international college or university may be considered for a second bachelor’s degree if the first degree was earned from an institution listed in a database approved by the Office of International Students and Scholars.
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Old

Associate of Science Degree

The Associate of Science (AS) degree in general studies is offered. Some degrees are offered online and are delivered to several international locations. Requirements include: (1) completion of current USU General Education requirements; (2) USU cumulative GPA of 2.0 or higher; (3) completion of at least 60 credits; and (4) at least 20 credits in residency (USU credits) at USU’s Logan Campus, USU Eastern, or through courses offered by USU Regional Campuses and Distance Education.

The Associate of Science degree is available without a concentration. USU-Eastern also offers an Associate of Science in Business (AB) and an Associate of Science in Criminal Justice (AC).

Students who have already received a bachelor’s degree may not later apply for or receive an Associate of Science or an Associate of Arts degree.

New

Associate of Science or Associate of Arts Degree

The Associate of Science (AS) or Associate of Arts degree in general studies is offered. Some degrees are offered online and are delivered to several international locations. These degrees are offered through USU’s Logan Main Campus, Regional Campuses and Distance Education, and USU Eastern. Requirements include: (1) completion of current USU General Education requirements; (2) USU cumulative GPA of 2.0 or higher; (3) completion of at least 60 credits; and (4) at least 20 credits in residency (USU credits) at USU’s Logan Campus, USU Eastern, or through courses offered by USU Regional Campuses and Distance Education.

The Associate of Science and Associate of Arts degrees are available without a concentration. USU-Eastern also offers an Associate of Science in Business (AB) and an Associate of Science in Criminal Justice (AC).

Students who have already received a bachelor’s degree may not later apply for or receive an Associate of Science or an Associate of Arts degree.
Old

Letter of Completion

Students who have completed the General Education portion of the University Studies Requirements at Utah State University, and who transfer to another institution, may receive a Letter of Completion from USU. If a student does not intend to return to USU for a bachelor’s degree, the requirement of two USU breadth courses may be waived, since the USU course requirement is unique to USU. In order to qualify for a Letter of Completion, students must: 1) complete all of the General Education requirements, 2) earn at least 9 of the General Education credits or a minimum of 20 total credits from Utah State University, and 3) earn a USU GPA of 2.0 or higher and a cumulative GPA of 2.0 or higher.

It is the student’s responsibility to initiate a request for this letter. The student’s advisor will determine whether or not the student has indeed satisfied all of the requirements. If so, the advisor may go to http://www.usu.edu/advising/forms/ and select the Letter of Completion Form. The advisor should complete the form, indicating how the student has met the requirements. The advisor should also indicate where the letter should be sent. Letters are typically sent to the Admissions Office at the transfer institution. After the advisor has completed the form, he or she should send the form to the Registrar’s Office. The Registrar’s Office will then generate an official letter and send the letter to the transfer institution.

On occasion, there may be circumstances in which a student has completed most of the General Education requirements at Utah State University, transferred to another institution where he or she has completed the last of the courses needed to complete the USU General Education requirements, and then requested a Letter of Completion from USU. Since the coursework was not completed at USU, USU may not submit a Letter of Completion, unless the coursework is posted to a USU transcript. To have this coursework posted to a USU transcript, a student should submit his or her transcript and a $15 posting fee to the Registrar’s Office, 1600 Old Main Hill, Logan, UT 84322-1600. The Registrar’s Office will then post and evaluate the credit. If all requirements have been satisfied, the Letter of Completion will be generated.
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