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Transfer of Credit Policy

- (1) Before a student begins the first course of a program, in order to transfer credit for a course taken at another institution, or a course taken as part of another program at Dixie Tech, the student must complete a Transfer Application and provide an official transcript to the Registrar for evaluation.
- (2) The courses must have been successfully completed within the previous five years to be considered for a transfer.
- (3) A transfer will be approved by the Registrar if:
 - (a) For external transfers, the course is from another USHE institution and that course and a course from the Dixie Tech program are aligned, or if Dixie Tech has an articulation agreement for the Dixie Tech course with the other institution.
 - (b) For internal transfers, the Vice President of Instruction has determined that the courses have sufficiently identical content.
 - (c) DOPL approved Plumbing Apprenticeship testing credit.
- (4) Other transfers must be approved in writing by the Vice President of Instruction after consulting with the program's instructors.
 - (a) The student may be required to provide additional information regarding the course, such as course descriptions, objectives, etc.
 - (b) Based upon the information available, including Dixie Tech's experience with the institution which the student previously attended, the Vice President will approve the transfer only if there is clear and convincing evidence that student has demonstrated the competencies required for the equivalent Dixie Tech course.
- (5) If the course is not approved for transfer, the student may seek to test out of the course.
- (6) If the transfer is approved, the course will be recorded by the Registrar as a transfer. The registrar will notify the Financial Aid office, the program instructors, and the program manager of the transfer.
- (7) Transferred courses will not include a grade.
- (8) Tuition and fees are not charged for a transferred course.

Amended September 21, 2023