**Transfer Guidelines**

1. Utah Tech University (UTAH TECH) accepts college-level transfer credits from regionally accredited institutions, and all transfer courses are evaluated on an individual basis.
* Courses that are equivalent to UTAH TECH courses will be entered on the UTAH TECH transcript with the appropriate UTAH TECH course, title, and number
* Individual courses not equivalent to UTAH TECH courses will be entered as elective credit
1. Transfer credit may be accepted from other institutions for the purpose of posting a repeat on a course already taken at UTAH TECH, providing the transfer course is equivalent as established by one of the following:
* Articulation agreements exist between the two institutions, or
* Acceptance by the appropriate department chair
1. Transfer credit earned at the 1000 or 2000 level usually will not substitute for a 3000 or 4000 level class at UTAH TECH. Exceptions may be approved by the program director/department chair and dean when the course is equivalent to a UTAH TECH course.
2. Transfer credit from a non-regionally accredited institution, such as career and technical institutions, may be accepted after evaluation by the appropriate academic department chair. Associate’s degree from non-regionally accredited institutions are not recognized as fulfilling UTAH TECH General Education Requirements; individual courses may be approved by the appropriate academic department chair as fulfilling General Education requirements.
3. UTAH TECH awards credit for competencies as measured by standard examinations such as the Advanced Placement (AP) and the College Level Examination Program (CLEP). Specific exams accepted by UTAH TECH, minimum score requirements, and the amount of credit granted are posted in the University [catalog](https://catalog.dixie.edu/campusresources/registration/#creditbyexamtext).
4. The University reserves the right to deny credit for courses that are not compatible with those offered in its academic programs. The following types of courses will not be awarded UTAH TECH credit:
* Courses that provide religious instruction in a particular doctrine
* Courses offered for non-credit continuing education units (CEU)

To find out how your college credit will transfer to Utah Tech University (UTAH TECH), use our [Transfer Guide](https://registration.dixie.edu/transfer-guide/) and search for your institution. Input your course prefix into the search bar and scroll down to find the course and UTAH TECH equivalent. If you do not find your course listed, it means we do not teach that course at our institution and/or it has not been evaluated by the department. For major-specific courses, you will need to provide a syllabus from the term the course was taken to your academic advisor to initiate an evaluation of the course. For all other coursework, provide a syllabus from the term the course was taken to the Transcript Evaluator in the Registrar’s Office.

**Articulation Process**

1. Students transferring to UTAH TECH must provide an official transcript from all colleges/universities they have attended. Transfer credits must be college level (not remedial, developmental, or pre-college) and be completed with a grade of D- or higher. Transcripts sent electronically are typically received within 2 to 3 business days. Transcripts sent by mail can take up to 2 weeks depending on the mail service and where the transcript originated. Once received, the transcripts are articulated and credits posted within 21 business days, depending on the volume and whether courses need to be evaluated by the department. Students may see how their credits have been articulated through DegreeWorks or on their unofficial transcript in their myDixie portal.

An **Official Transcript** can be received by mail, in person, or electronically. Transcripts may be mailed or brought to: Utah Tech University

 Registrar’s Office, HCC 1st floor

 225 S. University Ave.

 St. George, UT 84770

Official transcripts received by mail or in person must be unopened in the original envelope from the issuing institution, bearing an official seal.

Electronic transcripts are considered official if they are sent through a secure transcript exchange company (such as National Student Clearinghouse or Parchment) or to records@utahtech.edu as a secured/certified official electronic transcript (not as a regular email attachment from anyone other than the transfer institution).

1. Transcript evaluation will take place by the Registrar’s Office to determine applicability and transferability of credits once the student has been admitted as a degree-seeking student. Transcripts are processed on a first-come, first-serve basis.
2. In-State transcripts: Students transferring from another Utah State Higher Education (USHE) Institution are covered under the Articulation Agreement set forth in Utah Board of Regents Policy R470. Courses that meet a General Education requirement at the issuing institution are accepted in fulfillment of that GE requirement at UTAH TECH. Students who have earned a General Education (GE) certificate or an AA/AS degree at a USHE institution will be considered to have fulfilled the General Education requirements at UTAH TECH.
3. Out-of-State Transcripts: Most out of state transcripts require evaluation as the courses may not be in UTAH TECH’s database. UTAH TECH does NOT automatically accept GE credit granted by out-of-state institutions because GE course requirements and expected outcomes vary from state to state. When no articulation agreement exists, UTAH TECH academic departments are responsible for determining course equivalencies in their subject area.
4. International Transcripts: International transcripts must be submitted through an approved credentials service (WES is preferred). The UTAH TECH’s Registrar’s Office and appropriate academic departments will then determine any course equivalencies. Translated syllabi or course outlines may be required to determine equivalencies.
5. Military Credit: ACE recommendations from the Guide to the Evaluation of Education Experiences in the Armed Services and the review by the academic department determines the acceptance of military course credit. Credit acceptance is determined upon evaluation and correlation to the existing degree plan. Upon request, students have the option to submit JST credit for general electives if their degree pathway calls for them. Scores for military credit are not included in the GPA calculation.