Graduation Requirements

General Education, Bachelor’s Degree Requirements, and Exceptions

Last Updated 8/2013
Graduation Requirements
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GENERAL EDUCATION

Purpose of General Education

All students earning a Baccalaureate degree from the University of Utah are required to take a set of courses which together are called General Education.

According to the mission statement of the Undergraduate Studies office:

“These courses seek to instill in students an appreciation for the acquisition of the knowledge, skills and perspectives that constitute the foundation of college and life-long learning, responsible and rewarding professional service, personal development, and civic responsibility. General education promotes free and rational inquiry, critical thinking, creative expression, understanding and respect for diversity, intellectual integrity and social responsibility.”

Locating General Education Courses

Courses that fulfill the various General Education requirements can be found in 3 main locations:

2) The Search function in the online registration system lists all courses that are offered during the current semester
3) The Gen Ed & Bachelor Degree Courses link at the beginning of the online class schedule lists all courses that are offered during the current semester

DARS (Degree Audit Report System)

The University provides students with a useful tool called the DARS (Degree Audit Reporting System) that allows them to track their progress toward their degree. Using this report, which is generated through Campus Information Systems (CIS), students can see which requirements are completed, which are not, and which are in progress. Students are instructed to bring a DARS to all advising appointments. If a student does not know how to generate a DARS they can generate one at University College using the courtesy computers in the lobby. Advisors can also access a DARS for advisees if they have a student’s ID number.

The DARS will show a student the following information:

- Color graphs showing progress in the various requirement areas
- U of U Cumulative GPA
- Total Hours, Upper Division Hours, and Residency Hours
- A list of repeated courses and those taken CR/NC
- General Education Requirements
- Bachelor’s Degree Requirements
- Major Requirements
- In progress courses
- Test scores and credits
- A complete list of transfer courses
- A complete list of U of U courses

GPS: In the 2009-2010 academic year a new feature called “GPS” was introduced. This Graduation Planning System (GPS) was added to the Interactive DARs to allow students and departmental advisors to create semester by semester schedule plans.

HOW TO ACCESS DARS FROM THE EMPLOYEE WEB SYSTEMS
1. Access the University of Utah home page: [http://www.utah.edu](http://www.utah.edu).
2. Under Faculty & Staff select Campus Information System.
3. Enter your User ID and your Password. Click Sign In.
4. Click the Employee Tab at the top of the screen.
5. Go to the Graduation Information Box.
   (a) If the student is officially declared in a major (either intermediate or full major status) click Generate Degree Audit for Declared Majors. Enter the ID number and click Get Declared Majors. All declared major will appear. Click on the major and a DARS report will be generated for the correct catalog year. The catalog year is the year the student officially declare the major – either intermediate or full major status. Skip to Step 9.
   Or (b) If the student is undeclared or in premajor status: click Generate Degree Audit Report.
6. A new dialog box will open. The current catalog year will appear by default at the top; leave as is. Enter the ID number.
7. From the SEMESTER DEGREE PROGRAM drop down menu, click the drop down arrow to select the student’s degree program. The programs are generally (not always) in alphabetical order. Remember, BA means that the student is completing a language requirement, BS means he or she is completing a math/quantitative requirement.
8. Click Submit.
9. You will get a message that says the degree audit report has been requested. WAIT A MINUTE OR SO then Click View Audit Report.
10. You may get a message that says—“No DARS reports are available for (Student’s ID #)”, with a short paragraph explaining the possible reasons. Most likely you just need to wait a little longer. Simply stay on that page, wait a moment, then click REFRESH/RELOAD on your Browser Toolbar until the View/Delete Box comes up.
11. Once the report has been generated, click View to the left of today’s date. (Check the date to make sure you are viewing the most recent report.)
12. You may read the DARS to check information, or you may print the DARS if you need a copy for advising/consulting purposes. Selecting the “Printer Friendly” version will allow you to print just the text and not the graphs.

**IMPORTANT NOTE:** Remember to delete the report after you look at it if you are generating for a purpose other than meeting with a student (i.e. checking to see if an exception worked). When students generate their own reports, they can see all reports generated, and may become concerned if they see that reports have been generated by someone other than themselves without their knowledge.

Also available are options to run DARS for
- GRADUATE SEMESTER DEGREE PROGRAMS
- INTERMEDIATE AND PRE-MAJOR DEGREE PROGRAMS
- MINORS AND CERTIFICATES

In UC we predominantly use the SEMESTER DEGREE PROGRAMS and MINORS AND CERTIFICATES. We don’t do Graduate advising and most Premajor DARS are the same as the regular DARS so there is seldom a reason of generate these. The DARS for Minors and Certificates show only the program requirements. They do not show General Education or other degree requirements.

**INTELLECTUAL EXPLORATIONS**

D- or CR
The goal of the Intellectual Exploration (IE) requirement is to introduce students to four broad areas of inquiry within the University. These courses reflect the core academic values and traditions of inquiry that characterize the
disciplines and programs found in a respective area. Students are required to take two courses in each of four disciplines:

1. Fine Arts (FF)
2. Humanities (HF)
3. Physical, Life and Applied Science (SF) (AS) (Either 2 SFs, or 1 SF and 1 AS)
4. Social/Behavioral Science (BF)

- Courses from a student’s major will clear the IE courses in the respective discipline. For example, Biology majors do not need to take additional science courses outside the major to fulfill Science IE.
- Some IE courses are on more than one IE area list (i.e. Fine Arts or Humanities.) These courses can be used to satisfy either area, not both, and will automatically be used where they are needed.
- IE courses can double count with Bachelor’s Degree requirements, with QB, and with some major requirements.
- When the current General Education requirements were implemented, IE courses were divided into Foundation courses and Integration courses each having a different course attribute code (i.e. FF and FI). Students could take either type of course. The designations were later discontinued, retaining the “F” in the course attribute code. Courses with either code will clear IE.
- Courses from the previous General Education system are coded with FD, FC, HD, HC, SD, SC, BD, BC. (D stood for Distribution and C stood for Core.) They will fulfill the corresponding IE requirement (e.g. any course coded BD will clear a BF)

**GE List Changes:** Courses may be removed from the lists for various reasons. Students referring to any printed list of courses should check the online schedule to make sure courses still fulfill the same requirement(s).

If a student takes a course that has been delisted because he or she received incorrect information from a U of U publication from the year the course was taken, a substitution can be made. If the student was using a list from a year previous or subsequent to when the course was taken, a substitution cannot be made.

If a student takes a course that clears a requirement, and then repeats it for a better grade after it has been removed from the approved list, the new course will not clear the requirement. The student must petition the UC General Education Exceptions Committee to see if the current course can clear the requirement. Courses are sometimes taken off the list because they were substantially revised and no longer meet the criteria, and, if so, the petition will be denied.

**Special College Requirements and IE**
Some majors have specific IE requirements that students must fulfill (e.g. Engineering, Elementary Education). Students should be referred to their departments to inquire if this is the case.

**LOWER DIVISION WRITING**
C- Must be taken for a grade
Every student is required to complete a lower division college level writing course. It is recommended that students complete this requirement as early as possible in their college careers. The lower division Writing requirement can be satisfied in one the following ways:

1. Most students will take WRTG 2010. It must be passed with a grade of at least C- to fulfill the requirement
2. A score of 4 or above on any of the Advanced Placement (AP) English examinations waives the requirement. (See the AP/CLEP section of this manual)
3. Students who speak English as a second language may fulfill the lower division Writing requirement by passing, with a grade of at least C-, ESL 1060 offered by the Linguistics Department (801-581-8047)

4. HONOR 2211 fulfills the requirement for students in the Honors College

Writing Placement

NEW FRESHMEN
Most Freshmen will be placed into either WRTG 1010 or WRTG 2010 based on their Admissions Profile. (Through Spring 2012 with was called the Admissions Index and calculated differently.) The Profile is based on a combination of the student’s ACT/SAT score, and High School GPA. Students can only register for the class indicated, and need permission from the Writing Program to register for the higher or lower class.

Starting Summer 2012, instead of the profile number, students’ placement will be indicated by a Placement number in order to maintain consistency since the profile cutoff could change regularly. They will be given the following coding in the University Writing Placement box in the Test Results panel on PeopleSoft and on the DARS:

<table>
<thead>
<tr>
<th>Profile Number:</th>
<th>Placement number</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>89 or higher</td>
<td>SCORE 2</td>
<td>WRTG 2010</td>
</tr>
<tr>
<td>88 or lower</td>
<td>SCORE 1</td>
<td>WRTG 1010</td>
</tr>
</tbody>
</table>

In PeopleSoft it will look like this

In DARS is will look like this

- Students placed in WRTG 2010 will take that one class to fulfill the requirement.
- Students placed in WRTG 1010 will need to earn at least a C- in that course before taking WRTG 2010 to fulfill the requirement.
- Students who earn a 3 on the AP English will have WRTG 1010 waived. If the Placement number places them into WRTG 1010, refer them to the Admissions Office (250 SSB, 801-581-7281) to have their placement manually changed to WRTG 2010.
- If students wish to challenge their placement, they can take the Writing Placement Essay. (See below under non-traditional student placement)

**Special Admit Freshmen** will be given a Writing Placement Essay score in PeopleSoft in order to allow them to register. A score of 2 will allow them to register for WRTG 1010. A score of 3 will allow them to register for WRTG 2010.
NON-TRADITIONAL STUDENTS
Non-traditional students will not have an Admissions Profile and will need to take a Writing Placement Essay, administered by the Testing Center (498 SSB, 801-581-8744), in order to register for a writing course. They will be given the following coding in the University Writing Placement box in the Test Results panel on PeopleSoft and on the DARS:

- ESSAY 2 will take WRTG 1010
- ESSAY 3 will take WRTG 2010.

In DARS it will look like this:

Appeals concerning the Writing Placement Essay should be directed to the Writing Program (3700 LNCO, 801-581-7090.)

NONNATIVE ENGLISH SPEAKERS
Students who speak English as a second language fulfill the writing requirement through the ESL 1040, 1050, and 1060 sequence offered by the Linguistics Department. These students should take the ESL Writing Placement Essay rather than the regular Placement Essay. This essay is specially designed to avoid culturally biased topics. Students whose essays show problems that typically result from first language interference will be placed into ESL composition classes where their particular problems can be addressed.

Students are placed into ESL 1040 or 1050 and must advance through ESL 1060 to satisfy the University's writing requirement.

Students who have questions regarding the ESL 1040, 1050, and 1060 classes should be referred to the Linguistics department (801-581-8047).

TRANSFER STUDENTS
The Admissions Office evaluates previous writing courses taken by transfer students. Lower division writing courses are designated on the Summary of Transfer Credit as WR1 and WR2. WR2 is the course that will satisfy the requirement. Guidelines determining which Writing course a transfer student can register for:

1. Students who have not taken any writing courses at a previous institution are treated the same as new freshmen if they have an Index Number, or non-traditional students if they do not.
2. If the Admissions office has coded a course as WR2 on a student’s Summary of Transfer Credit the student does not need to take a lower division writing class.
3. If a student has received transfer credit for a course coded WR1 (WRTG 1010 equivalent), the student can register for WRTG 2010.
4. Any Student who has an Associate of Art or Associate of Science degree from an accredited college in the U.S. has fulfilled the lower division writing requirement. (An Associate of Applied Science does not clear it).
5. Any student who has a Bachelor’s degree from a four year accredited university or college in the U.S., and is seeking a second bachelor’s degree, has fulfilled the lower division writing requirement.
6. If no course is coded WR2 on the "Summary of Transfer Credit", but the student fulfilled the lower division writing requirement at a previous school, the student should be referred to University College. The student must bring documentation from the previous school showing that the course taken fulfilled that school’s lower division writing requirement. If they do so, an exception can be made in DARS.

TOEFL: The TOEFL score (500 or above as required by departments or colleges) is used only in the admissions process for international students and is not used for ESL Writing placement.
D Grades on Transfer Writing Courses
In order to clear the Writing requirement, students must earn a grade of C- or better. With an A.A. or A.S. Degree, however, a D grade in writing will be accepted.

Utah School Writing Transfer Articulation
The following 2 tables show which courses at Utah Schools (and BYU-Idaho) corresponds to the U of U writing courses:

<table>
<thead>
<tr>
<th>State Institutions of Higher Learning</th>
<th>Current Course Numbers</th>
<th>Old Numbers</th>
<th>U of U Course Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Eastern Utah</td>
<td>English 1010 English 2010</td>
<td>English 101 English 201</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>Dixie College</td>
<td>English 1010 English 2010</td>
<td>English 101 English 201</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>S.L.C.C.</td>
<td>English 1010 English 2010 or 2100</td>
<td>English 101 English 102 or 103</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>Snow College</td>
<td>English 1010 English 2010 or 201H</td>
<td>English 101 English 103 English 102 &amp; 105H, or 106H, or 107H</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>Southern Utah Univ.</td>
<td>English 1010 English 2010 or 2110</td>
<td>English 101 English 202 or 211</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>Utah State University</td>
<td>English 1010 or 1110 English 2010</td>
<td>English 101 or 111 English 200 or 201</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>U.V.S.C.</td>
<td>English 1010 or 1020 English 2010 or 2020</td>
<td>English 110 or 111 English 120 or 121 or 255H</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>Weber State University</td>
<td>English 1010 English 2010</td>
<td>English 111 English 112</td>
<td>Writing 1010 Writing 2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Private Colleges and Universities</th>
<th>Current Course Numbers</th>
<th>Old Numbers</th>
<th>U of U Course Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Y.U.</td>
<td>ENGL 115 or ENGL 150 or PHIL 105 or PHIL 150 or PHIL 200H or HONORS 200</td>
<td></td>
<td>Writing 2010</td>
</tr>
<tr>
<td>LDS Business College</td>
<td>English 101 or 102 English 201</td>
<td>English 111 English 112</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>BYU-Idaho (formerly Rick’s)</td>
<td>FDENG 101 FDENG 201</td>
<td>English 111 English 211 or 215 English 311**</td>
<td>Writing 1010 Writing 2010</td>
</tr>
<tr>
<td>Westminster College</td>
<td>English 100 English 110</td>
<td></td>
<td>Writing 1010 Writing 2010</td>
</tr>
</tbody>
</table>
Old U of U Writing Course Numbers
The University has offered writing courses under various designations in the past. The following are old U of U courses that satisfy the lower division writing requirement:
English 1 or 2
English 101
Writing 101
Writing 112
Writing 210
(English 111R offered briefly in early 1980s: Summer intensive course.)

Appeal Process for Waiving Writing 2010
Because writing classes fill up quickly, some students get close to graduation without taking WRTG 2010. If these students have taken upper division writing or multiple courses that required extensive writing, they may not wish to go back and take the basic composition course. These students can be referred to the Writing department to appeal WRTG 2010. **In order to appeal the student must be within 15 credit hours of graduation.** The student will need to supply the following materials to the Writing department (3700 LNCO, 801-581-7090)
1. A personal statement explaining why the student did not take WR 2010 and why she/he believes it should be waived
2. A letter of support from a department chair or professor who knows the student’s writing ability.
3. A copy of the student’s transcript

AMERICAN INSTITUTIONS
D- or CR
The American Institutions requirement was initiated by the Utah State Legislature to ensure that students graduating from USHE colleges and universities have an academic background and understanding of U.S. History, the principles and form of the U.S. government, and/or the economic history of the United States. The requirement covers the time span from colonization through the present. This requirement can be filled by completing one of the following courses:
- **Economics 1740** Economic History of the U.S.
- **History 1700** American Civilization
- **Political Science 1100** American National Government
- **Honors 2212** American Institutions (Honors College students only)

or an upper-division course certified by the appropriate department as an equivalent substitution.

Prior to Fall 1998 the American Institutions courses were listed as quarter classes: **Economics 274, History 170, & Political Science 110.**
Courses Covering Certain Periods of American History
Courses that cover only 1/2 of U.S. History (e.g. "U.S. History to 1877") will not meet the requirement. Two courses, one covering the first half and one covering the second half, will clear it. (At the U of U, HIST 2700 & 2710 must both be taken in order to meet the requirement.)

Using Extra AI Courses to clear IE Requirements
If a student takes two of the courses that satisfy AI one can be used in the appropriate IE area.

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 1700</td>
<td>HF</td>
<td></td>
</tr>
<tr>
<td>Economics 1740</td>
<td>BF</td>
<td></td>
</tr>
<tr>
<td>Political Science 1100</td>
<td>BF</td>
<td></td>
</tr>
</tbody>
</table>

AP Government & Politics and AI
Although the U of U does not clear the AI requirement with the Government and Politics AP test, some other USHE schools do. The U of U will waive the AI requirement using this AP test only if it is included as part of an AA/AS Degree or a Letter of Completion from a USHE school. Students should be referred to the Admissions Office to have it cleared.

USHE Associate Degrees and AI
Although an A.A. or A.S. degree or a Letter of Completion from any USHE college or university clears General Education at the U of U, the AI requirement must be evaluated separately. Most two-year USHE schools instituted the AI requirement in 1998, but transfer students who attended a two-year school before it was required will need to take an AI class. Any transfer course that cleared the AI at another Utah state school will clear AI for students who transfer to the U of U, even if the equivalent U of U course does not clear it.

QUANTITATIVE REASONING—QR
(QA & QB)
D- or CR
The Quantitative Reasoning requirement prepares students for an increasingly information based society in which the ability to use and critically evaluate information, especially numerical information, is essential. Students will take courses in mathematics and logic to fulfill this requirement. Students should contact their departmental advisor to determine which courses should be taken. Major courses can double count toward Quantitative Reasoning. All students should be encouraged to take math courses early in their academic careers, especially those who are going into majors that require math. There are two parts to the Quantitative Reasoning requirement, QA and QB. (These are not acronyms, just parts A and B of the requirement.)

QA (MATH)
The first part of the Quantitative Reasoning requirement is coded “QA.” QA is cleared by college algebra or an equivalent level math course. Most students will take Math 1030, 1050, 1060* or 1090 depending on their major. Any math course listed 1030 or above will clear the QA requirement except Math 1040 and 1070. *Only if 1060 is 3 semester hours, completed F09 or later (prior to F09 it was only 2 sem hrs.)

Choosing the Appropriate QA Course
The appropriate QA course depends upon a student’s major.
- Math 1050 and 1060 are pre-calculus courses designed for students who intend to move into the calculus series. Any student pursuing a science based major or pre-medicine should take Math 1050 or higher. Math 1050 is acceptable for any major.
- Elementary Education majors and Special Education majors who must take Math 4010 and 4020 also take Math 1050 for QA.
- Math 1090 is designed for Economics and Business majors. It is acceptable for all majors except those that require 1050.
- Math 1030 is a good option for students who do not excel in math, and need to take it only to satisfy QA. These students are often within the Colleges of Humanities, Social and Behavioral Science or Fine Arts. Students who are only interested in completing the quantitative reasoning requirement should take Math 1030. It is only acceptable for majors that accept Math 1030. It will **not** work for any major that requires 1050 or 1090.

**Repeating QA Math courses:**
Sometimes a student who wants to repeat off a low grade in math can take a class different from the original one. Because students often take the wrong math class at the beginning of their academic careers, the Math department will make an exception to the repeat policy. They allow students to take the course appropriate to their majors to replace the grade for the inappropriate course.

**FOR EXAMPLE:** Students can use Math 1030 to repeat off a low grade in Math 1050 or 1090 if not planning to take higher math classes, or use Math 1090 to replace 1050 if pursuing a Business or Economics degree.

These old grades will not be replaced automatically. Once the new course is finished, students must get clearance from the Math Advisor, 801-581-6837 before submitting the request to the Registrar’s office.

**Satisfying QA**

Students can satisfy QA by:
1. Earning a passing grade or CR in Math 1030 or higher (except Math 1040 or 1070)
   **OR**
2. Passing one of the special examinations listed below:
   a) Earn at least a 2 on an AP Calculus Test. **NOTE:** A score of 2 waives QA only and **no** credit is awarded. A score of 3 or higher clears QA and QB and credit is awarded.
   b) Earn a passing score (above 50) on a CLEP examination in either College Algebra or Calculus.

**Math (QA) Placement**

**MATH (QA) PLACEMENT - FRESHMAN**

**Through Spring 2011:** new Freshman were placed into Math based on their Math ACT score. Placement was as follows

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>MATH</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>0-420</td>
<td>Math 0990</td>
</tr>
<tr>
<td>18-22</td>
<td>430-530</td>
<td>Math 1010</td>
</tr>
<tr>
<td>23-27</td>
<td>540-620</td>
<td>Math 1030, 1050, 1060, 1090</td>
</tr>
</tbody>
</table>

**Summer 2011-Spring 2012:**
New Freshmen took the Accuplacer Math Placement Exam at Orientation, and were placed into math based on the score and their chosen field of study. Placement scores are valid for two years. Students wishing to change their placement, or who have scores that are no longer valid, have to retake the Accuplacer exam, (fee is $15) through the Testing Center, 498 SSB, 801-581-8744.
AP scores of 3 or higher on any AP Calculus test will override the Accuplacer score once the AP is posted to the student’s record. **Summer 2012 and Later:** Freshman Math placement will again be based on ACT/SAT scores, the details of which will be forthcoming.

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>MATH</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>0-420</td>
<td>Math 0990</td>
</tr>
<tr>
<td>18-22</td>
<td>430-530</td>
<td>Math 1010</td>
</tr>
<tr>
<td>23-27</td>
<td>540-620</td>
<td>Math 1030, 1040*, 1050, 1060, 1070*, 1090</td>
</tr>
<tr>
<td>24-27</td>
<td>560-620</td>
<td>Math 1080</td>
</tr>
<tr>
<td>28+</td>
<td>630+</td>
<td>Math 1100, 1170, 1210</td>
</tr>
</tbody>
</table>

*Statistics Classes that do not clear QA. They clear QB only.

- Students are allowed to register only for math courses for which they have the an appropriate ACT/ Math Placement score, prerequisite, or Accuplacer Score, that are less than 2 year old
- Students can register for a lower level Math course than the one indicated by their placement.
- A grade of C or higher is required in prerequisites to all math courses.
- Students who are currently registered for a math course will be able to register for the next level math course for the following semester. **However, if they do not receive a C grade or higher in the prerequisite course, the higher course will be dropped from their schedules.**

**MATH (QA) PLACEMENT – TRANSFER**

Transfer students who have taken earned at least a C grade in a math class at their previous institution in the last 2 years, can request a permission code for the next higher class from the Math advisor by going to [http://www.math.utah.edu/](http://www.math.utah.edu/) and clicking on the PERMISSION CODE REQUESTS link. Transfer Students who have not taken a math class in the past 2 years, or earned less than a C in their prior class, must take the Accuplacer Math Placement Exam in order to register for a class.

**ACCUPLACER MATH PLACEMENT EXAM**

Students with Math Placement scores will be coded in the Test Results panel on PeopleSoft using the following codes:

- AR = Arithmetic
- EA = Elementary Algebra
- CLM= College Level Math

- Some students will not take all of the tests so there may not be a score for all three areas.
- Students who place into Math 1030/1040/1070 who need Math 1050, should either retest or take Math 1010. Math 1030 is not a prerequisite for 1050 and will not allow them to move on.
- Students who place into Math 1100, should only take that if they are Business Majors. They should either retest or take Math 1050 and 1060 if they need to go on to Math 1210 Calculus.
APPEALING MATH PLACEMENT

Students wishing to challenge their math placement should take the Accuplacer exam at the Testing Center. A $15 fee will be charged the second and subsequent times the test is taken. Students who feel that there is a specific legitimate reason why the Math Placement score is not valid can meet with the Math Departmental Advisor (204 JWB, 801-581-6851) advisor@math.utah.edu

<table>
<thead>
<tr>
<th>ACCUPLACER SCORE</th>
<th>MATH COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20&lt; AR &lt; 120 or EA &lt; 54</td>
<td>Math 990 (950 prior to Fall 09) Elem Algebra</td>
</tr>
<tr>
<td>EA &gt;= 54</td>
<td>Math 1010 Intermediate Algebra</td>
</tr>
<tr>
<td>CLM &gt;= 50</td>
<td>Math 1030, 1040, 1070 Intro Quant Reason, or Stats</td>
</tr>
<tr>
<td>CLM &gt;= 60</td>
<td>Math 1050, 1060, 1090 College Algebra or Trig.</td>
</tr>
<tr>
<td>CLM &gt;= 65</td>
<td>Math 1080 PreCalculus</td>
</tr>
<tr>
<td>CLM &gt;= 80</td>
<td>Math 1100</td>
</tr>
<tr>
<td></td>
<td>Quantitative Analysis</td>
</tr>
<tr>
<td>CLM &gt;= 95</td>
<td>Math 1210</td>
</tr>
<tr>
<td></td>
<td>Calculus 1</td>
</tr>
</tbody>
</table>

MATH PLACEMENT USING AP MATH SCORES

Once the score is posted, AP Calculus with a score of 3 or higher will override the Accuplacer or ACT/SAT scores, so the student can register for any math course he or she wishes. AP students who are unsure of which course to take should be referred to the Mathematics departmental advisor, advisor@math.utah.edu

Math 1030 Amnesty Program for Student who started prior to Fall 2010

Students who were admitted and enrolled in classes at the U of U before Fall 2010, who want to fulfill QA with MATH 1030, will be allowed to take it in Summer 2012 or Fall 2012 without a prerequisite or Accuplacer score. They will need a permission code from the math department.

Students can only attempt Math 1030 once. If they fail, or if they drop or withdraw, they cannot try again until without the required prerequisite or Accuplacer score.

After Fall 2012 this option will no longer be available

See section I, the Science Advising section, for further information

ENFORCEMENT OF MATH PREREQUISITES

The Math department strictly enforces prerequisites for all math classes. In order to take a math class, a student must either place into it, or pass the prerequisite class with a C or higher. Students who are enrolled in a math class can sign up for the next level class on their regular registration date, but if they earn a grade below a C, they will be dropped from the next class.

NOTE: MATH 0990 is graded for the purpose of moving on to the next class only. The grade does not count toward a student’s GPA.
QB (STATISTICS OR LOGIC)
The second part of the quantitative reasoning requirement is coded “QB”. This requirement is cleared with a statistics or logic course from the approved list. Some majors have a required course that satisfies QB. Therefore it is best for students to wait until they choose their majors before choosing QB courses. For students without a QB course in their majors, MATH 1040 or 1070 are good options. B.F.A. and B.Mus. candidates are not required to take a QB course.

OTHER MATH INFORMATION
Any course in calculus (not pre-calculus) fulfills QR (meaning both QA and QB). Passing AP Calculus with a score of 3 or higher also fulfills both QR. (A score of 2 clears QA only and no credit is awarded.)

ASSOCIATE DEGREES AND LETTERS OF COMPLETION
See page D-6 in this manual for a chart showing which University requirements are cleared automatically with various degrees.

Associate Degrees from Out of State Schools
An Associate of Science (A.S.) or Associate of Arts (A.A.) degree from any accredited college accepted by the U of U will waive all of the Intellectual Exploration requirements and lower division writing (WR2). AI and QR will be evaluated individually.

Old AS/AA degrees and QR: Students admitted before Summer 1999 with an out-of-state Associates degree were cleared for the QR requirement on DARS because the system could not distinguish between in-state and out-of-state schools. This problem has been corrected, and students admitted Summer 1999 or later must take both QA and QB regardless of what the DARS showed in the past.

Associates Degrees from University of Phoenix
Admissions codes only a limited number of GE courses from University of Phoenix. However, with an Associates degree (AA or AS), all IE courses will be cleared. QR, WR2, and AI will not be cleared. No USHE school accepts Math from U Phoenix, so they should not appeal. The WR2 and AI can be appealed.

ASSOCIATE DEGREES FROM USHE (UTAH SYSTEM OF HIGHER EDUCATION) SCHOOLS
An Associate degree (A.A. or A.S.) earned from a USHE school automatically satisfies all General Education requirements except AI. AI will be checked separately because until 1998 not all two year schools in the state required it as part of the Associates degree.

AP Government & Politics and AI:
Although the U of U does not clear the AI requirement with the Government and Politics AP test, some other USHE schools do. Starting Fall 1998, the U of U will waive the AI requirement using this AP test only if it is included as part of an AA/AS Degree or a Letter of Completion from a USHE school. Students should be referred to the Admissions Office to have it cleared.

List Of USHE Schools
1. Dixie State College
2. College of Eastern Utah (CEU)
3. Salt Lake Community College (SLCC)
4. Snow College
5. Southern Utah University (SUU)
6. University of Utah (UU)
7. Utah State University (USU)
8. Utah Valley University (UVU) Formerly UVSC
9. Weber State University (WSU)
10. LDS Business College (LDS) is a private school but is treated like a USHE School with regard to Associates Degrees.

BYU-IDAHO (RICK’S) ASSOCIATE DEGREES AND MATH

BYU-Idaho (Formerly Rick’s College) was treated similar to USHE Schools in regard to Associates Degrees with the exception of Math until Spring 2002.

- **Students admitted to the U of U before Fall 2000:** an Associates Degree from Rick’s College (now BYU-Idaho) was treated the same as an USHE Associates Degree (IE, WR and QR were automatically cleared).
- **Students admitted to the U of U Fall 2000 through Fall 2001:** Rick’s graduates were only required to take Intermediate Algebra to earn an A.A. or A.S. degree. The U of U agreed to clear QR for these students if they had taken either a QA or a QB course (not both) at Rick’s. If they had taken neither, they had to complete either a QA or QB (not both) at the U of U.
- **Students Admitted to the U of U Spring 2002 and later:** Need both QA and QB. BYU-I is treated the same as any other 4 year out of state transfer school.
- **Students with AS/AA Degrees not yet posted:** Frequently a student will begin the process of transferring a term or two before actually completing an Associates degree. In this case the degree does not show on the transfer summary. In order to make sure the degree is recorded at the U, the student will need to have transcripts resent to the Admissions office once the Associates degree has been posted on the previous school’s transcript.

**Associate of Applied Science Degrees (A.A.S.)**
An Associate of Applied Science does not clear the General Education requirements regardless of where it is earned. Accepted transfer courses are evaluated individually.

**Letters of Completion from USHE Schools**
Letters verifying the completion of all of General Education requirements at a USHE school are accepted by the Admissions Office as satisfying all of the U of U’s General Education requirements (except AI which is evaluated separately). These completion letters are accepted only from USHE institutions, not private schools or schools outside of Utah (i.e. LDS Business College and BYU-Idaho.) However, Westminster College and BYU-Utah accept our completion letters, although we do not accept theirs.

**Second Bachelors Degrees**
A Bachelors degree from an accredited school within the United States, which is recognized by the U of U, clears all GE requirements except AI which must be evaluated separately. If a student has a recognized Bachelors degree from a school outside of the United States IE is cleared, but AI, WR, and QA/QB must be evaluated separately. When working with students pursuing second Bachelors degrees in Engineering, remind them that they may need to fulfill that college’s special General Education requirements and refer them to the department for more information.

See **Second Bachelors Degrees** in Section D for further information.
U of U Letters of Completion for Students Transferring to Other USHE Schools

Students transferring from the U of U to another USHE school, can get a Letter of Completion from University College if they have completed all General Education requirements. (Completion of Bachelors Degree requirements, CW, DV etc., is not required). If transfer courses are used for General Education, they must be transferred to the University of Utah and appear on DARS. The procedure is as follows:

1. The advisor completes a GE Audit using the University Graduation Requirement Worksheet to ensure all GE requirements have been completed.
   NOTE: For a Letter of Completion, students must have completed the two Intellectual Exploration courses in each area including the area of their major. However, students completing a BFA or BMus degree do not have to have QB completed in order to get a letter of completion.

2. The student completes a Release of Information Form (available in the workroom or online) specifying the school where the letter is to be sent.

3. Be sure to have the student include a home address on the bottom of the form so a copy of the letter can be sent.

4. Give the GE Audit and the Release of Information Form to the Administrative Assistant, who will type up the letter and send it out.

36 Credit Hour Rule

The Board of Regents mandates that students transferring from USHE member schools cannot be required to complete more credits in GE at a receiving school than that school requires of its own students. For the U of U, that is 36 semester credits. To qualify under this "36 hour rule" a student must have completed the core requirements in Writing (WR2), Math (QA or QB) and AI. If these core requirements are met, the Admissions Office counts the credits for all courses that have GE codes and if the total is 36 semester credits and at least one IE course in each area is fulfilled, then the student is cleared of all GE requirements.

LDS Business College and BYU-Idaho are not included in the 36 hour rule.

NOTE: This rule is rarely, if ever, enforced at any USHE school.

OTHER GENERAL EDUCATION INFORMATION

U of Phoenix, Strayer, Argosy, Kaplan

Only some IE courses are being coded by Admissions due to concerns by the Credits and Admissions Committee regarding the rigor of coursework. WR2, QA/QB, and AI will not be coded. No USHE schools accept Math courses from these schools. Inquiries should be sent to the Math Advisor (801) 581-6851, advisor@math.utah.edu. WR2 and AI can be appealed.
BACHELOR DEGREE REQUIREMENTS AND MINIMUM ACADEMIC STANDARDS

BACHELOR’S DEGREE REQUIREMENTS

UPPER-DIVISION COMMUNICATION/WRITING REQUIREMENT—CW
C- or CR (unless higher grade required for major)

The Upper Division Communication/Writing requirement prepares students to speak and write clearly within the standards of practice set by the discipline. It provides students advanced instruction in speaking and writing so that those skills continue to develop throughout the educational program. All University students are required to take one upper-division communication or writing course. Students should complete the lower-division writing requirement as a prerequisite. The appropriate class depends on a student’s major. Many majors at the U have courses within their curriculum that will also fulfill this requirement. Students may double-count these courses. Students with no CW course in their program should be referred to the departmental advisor to see if there is a recommended course. Courses on the CW list with the WRTG prefix are good choices for these students. The course must be completed with a C- or better, and may be taken CR/NC unless it also fulfills a major requirement.

DIVERSITY—DV
C- or CR (unless higher grade required for major)

The Diversity requirement stands as an institutional commitment to develop and teach ways of thinking drawn from the multiple histories and cultural heritages that shape the United States. The course must be at least three semester hours long and have as its central focus 1) the study of one or more cultures of peoples of the United States different from the dominant and majority culture, and 2) the critical examination of relations between non-dominant and dominant cultural groups in the United States. If a Diversity course also fulfills a requirement within GE or a student’s major, it may be double-counted.

UPPER DIVISION INTERNATIONAL REQUIREMENT—IR
C- or CR (unless higher grade required for major)

The Upper Division International Requirement will give students a broad based of knowledge about global issues and about global perspectives in a comparative context. It will introduce students to international frames of reference so that they may think critically about long-standing and newly emerging issues. It will help students accept and appreciate the interdependence of nations and the viewpoints of other nations, and give them the ability to communicate with people across international borders. An IR course must focus on cross-border phenomena. This requirement may be met with any U of U sponsored or affiliated Study Abroad Program credit. Non-affiliated program course work must be upper division and must be petitioned. If an International course also fulfills a requirement within GE or a student’s major, it may be double-counted.

NOTE: The IR requirement is required of all students who enrolled for the first time at the U of U Fall 2007 or later. Students who enrolled at the U of U prior to Fall 2007 (even if their only grades were E's, EU's or W's) are exempt from the requirement as long as they graduate by the end of Summer 2013. Anyone graduating Fall 2013 or later will be required to take the course regardless of their enrollment date.

B.S. OR B.A. REQUIREMENT

Most majors give students a choice of earning either a Bachelor of Science (BS) or a Bachelor of Arts (BA) degree, while some only offer one or the other. Students earning a Bachelor of Fine Arts (BFA) or Bachelor of Music (BMus) take neither the BS nor BA requirements, and should be referred to the departmental advisors for assistance. Students earning a Bachelor of Social Work (BSW) fulfill the BS requirement.
BACHELOR OF SCIENCE (B. S.) QUANTITATIVE INTENSIVE—QI
C- or CR (unless higher grade required for major)
To receive a Bachelor of Science degree, students must take two upper-division Quantitative Intensive courses. The intent of this requirement is to promote further development of a student’s quantitative reasoning skills and at the same time foster deeper understanding of a particular subject matter. Many of the academic programs at the U of U have courses within their curricula that fulfill this requirement and students may double-count these courses. Students choosing quantitative intensive courses outside of their academic program should be wary of prerequisites. Some courses will fulfill both a QB (General Education) and a QI (Bachelor Degree) or QI and CW. Students may double count these courses.
*Students who first enrolled at the U of U prior to Fall 2008, and graduate by Summer 2013, may clear this requirement with a D- or higher. If questions on DARS, refer students to University College.

BACHELOR OF ARTS (B.A.) LANGUAGE REQUIREMENT
C- or CR (unless higher grade required for major)
Students receiving a Bachelor of Arts degree must complete course work equivalent to the fourth semester course in a second language, or demonstrate proficiency at the fourth semester level. When taking the 2020 course in a second language, it must be passed with a C- or better. Students may take the course CR/NC unless it is also a major requirement.

Satisfying The Language Requirement: Options
1. Pass 2020 or an approved higher course in a foreign language (including ASL) with C- or CR
2. Pass a 3020, 3040 or 3060 language course with C- or CR
3. Pass the MLA or BYU advanced proficiency exam and purchase 16 lower division credit hours. (See next two sections for further information)
4. Non-native speakers of English may clear the BA requirement by passing Writing 2010 (101, 112, or 210 on the quarter system) or ESL 1060 (106 on quarter system) with a minimum grade of C-. If these students take ESL 1060, the Language requirement will be automatically cleared on DARS. If they take Writing 2010 they will need verification that they are non-native speakers and should contact the Dept. of Languages and Literature (1400 LNCO, 581-7561). Non-native speakers of English are not allowed to petition for credit in their native language.

FOREIGN LANGUAGE PLACEMENT

Previous Language Training Through High School Or College
All students who have had previous experience in a foreign language through high school or college should take a placement exam. Exams for German, French, Russian, and Spanish are offered at the University of Utah. For information on taking a placement exam students should contact the Dept. of Language and Literature (1400 LNCO, 581-7561). Student should see the Middle East Center for placement information for Arabic, Hebrew, Turkish and Persian (153 OSH, 581-6181).

Extensive Foreign Language Training In A Non-Academic Setting
Students who have gained language proficiency in a non-academic setting (e.g. military or a church mission) have two options for clearing the B.A language requirement.
1. Take a 3rd year grammar course in a foreign language (e.g. SPAN 3060). The 3060 courses are designed for students who learned the language in a non-academic setting, so students should choose this one if available.
2. A grade of C- or higher clears the B.A. language requirement. A grade of B- or higher also qualifies the student to purchase up to 16 lower division language credits (see “Purchasing Language Credit” below). Take a test and purchase the 16 lower division credit hours needed to clear the requirement. Students can take tests at the U of U or BYU depending on the language. (see “Purchasing Language Credit” below).
Purchasing Language Credit
Students who have learned a language in a non-academic setting (e.g. through residence in a foreign country, bilingual upbringing, etc.) may be eligible to purchase 16 hours of test credit, currently priced at $40.00/credit for a total of $640.00. The 16 hours are the basically the equivalent of 1010 - 2020. These credits are not graded.

Students should be referred to the Department of Languages and Literature (1400 LNCO, 581-7561) for any specific questions. To be eligible to purchase credits, students must do one of the following:

1. Pass an approved upper division foreign language course with a B- or better. 3060 is the suggested first course for students who have learned the language through residence in a foreign country. Students are also eligible to purchase credit by passing any other 3rd year grammar course with a B- or better.
2. Pass a foreign language proficiency exam administered by the University of Utah or BYU. The exam score determines the amount of credit that can be purchased. U of U MLA Test is offered in Spanish, German, French, Italian, Russian. Testing Center, 498 SSB, 581-8744
3. For many other languages students can take the BYU FLAT Test, (801) 422-3512, http://flats.byu.edu

After completing steps 1 or 2 above, the student must petition for Special Language Credit through the Language Department, purchase the credits at Income Accounting, and then request the credits posted at Admissions.

Students should also be aware that:

1. Exam credit may be earned in one language only, which should not be the student’s native language. If students want to get credit hours in more than one language, they should petition with Admissions.
2. Any credits already earned at the 1010-2020 level will reduce the amount of credit that can be purchased.
3. Students must purchase all 16 credits unless the number of hours available to them is reduced by prior courses taken.
4. Students must purchase the credits within five years of taking the exam/class. The price is subject to change during that time. Students may pick up a form from the Language department that will guarantee the price for 90 days.
5. Language test credit hours will not count against the residency requirement.
6. Purchasing all 16 hours of credit earned through the MLA or BYU exam is necessary to waive the BA requirement. The cost of the hours is NON-REFUNDABLE

Intensive Language Classes
Intensive language courses are often offered through language departments. Students can take courses that will satisfy the first and/or the second year of language in one semester. Interested students should contact the Dept. of Languages and Literature (1400 LNCO 581-7561).

MAJOR AND COLLEGE REQUIREMENTS
Once a student is accepted into an Academic Major, the student’s department will assume advising responsibility. Requirements will vary according to program.

TOTAL HOUR REQUIREMENT
At least 122 credit hours of coursework are required for a bachelor’s degree. Total hours include transfer and U of Utah work, all General Education, Bachelor Degree, major department, test credit, and elective coursework. Partial hours are rounded up if .5 or higher (121.5 rounds up to 122) and rounded down if .49 or lower (121.49 rounds down to 121). If there is a discrepancy between DARS and PeopleSoft hours, the higher number will be used. A maximum of 30 semester hours of Continuing Education Independent Study (correspondence) courses may be counted toward a student’s degree. Internships through Career Services and independent work through a department are good ways for students with tight schedules to pick up extra hours. These hours are generally upper division as well.

***THIS REQUIREMENT IS ESSENTIALLY NEVER SUCCESSFULLY APPEALED***
UPPER-DIVISION HOUR REQUIREMENT
At least 40 of the required 122 semester hours must be courses numbered 3000 or above. Upper division hours will be rounded up in the same way as Total Hours as described above. Courses from a two-year school never count towards upper-division hours even if they are the similar to upper-division courses at the U of U, and even if a major accepts them as replacements for upper division major courses.
***THIS REQUIREMENT IS ESSENTIALLY NEVER SUCCESSFULLY APPEALED***

Upper Division Transfer Hours
All USHE schools use the same numbering system, so anything 3000 level or higher from these schools will automatically count as upper division credits. Since we get quite a few BYU and BYU-Idaho transfer students their upper division classes are also automatically counted. The process for out-of-state transfer students to get credit for upper division classes are as follows:
1. Students take a copy of their Summary of Transfer Credit and documentation of the course numbering system at their previous school(s) to the Admissions Office.
2. Admissions will determine which classes will count as upper division and will email the DARS programmer who will enter the classes into the DARS system. DARS will then be able to pick up any upper division classes transferred from that institution automatically.

International transfer hours are never automatically counted as upper division, even if taken through Study Abroad. The student must have the U of U Department which offers a comparable course here evaluate these credits for upper division status. If approved, the Department sends a memo stating this to Admissions, and it will then be included in upper division hours in Peoplesoft and on DARS.

Graduate Level Courses Taken by Undergraduate Students
When an undergraduate student takes graduate level courses (6000+), those hours will be included in the total hours and upper-division hours for the Bachelors degree. A student who wants these courses reserved for a graduate program must file a "senior petition" with the Graduation office before completing the courses.

Graduate level courses that are used as part of a student’s 122 total hours or 40 upper division hours cannot be used later towards a graduate degree at the U of U. Conversely, graduate level courses that are reserved for a graduate program will not count towards the required 122 total hours, 40 upper division hours, or residency hours.

RESIDENCY REQUIREMENT
This requirement refers to how many total hours in a student’s degree were taken at the U of U (in residence). Hours in residence include those taken at the U of U campus, one of its satellite campuses, telecourses, online courses, internship credit, and research credit.

There are two parts to the University Residency Requirement.
1. At least 30 semester hours must be earned through courses taken in residence.
   ***THIS PART OF THE REQUIREMENT IS ALMOST NEVER SUCCESSFULLY APPEALED***
2. 20 of the last 30 semester hours must be earned in residence

It does not include:
- Transfer work
- Independent Study (correspondence) through Continuing Education
- Exam credits (with the exception of foreign language test credit and the Nursing test)
- Study Abroad credits listed as transfer credits on the student’s transcript even if earned through a U of U sponsored program

Appeals: This part of the Residency Hours requirement can be appealed to the Graduation Committee in some situations. Refer students to the Graduation Office (Window 15, 2nd floor SSB) to appeal. Two common reasons that appeals might be granted are:
• Students who are participating in a U of U sponsored or approved Study Abroad program in their final 30 hours which will take them over the 10 acceptable transfer hours
• Students who are required to move due to a job transfer or a spouse’s job transfer

MINIMUM GPA REQUIREMENT
Students must maintain a 2.0 cumulative Grade Point Average (GPA) at the University of Utah (this cumulative GPA does not include transfer work). The cumulative GPA must be 2.0 or higher at the time of graduation or the student will not receive a degree. Many departments have a higher GPA requirement. If so, the departmental GPA must be maintained.

SECOND BACHELOR DEGREE
First Bachelor Degree from a U.S. School (Not from the U of U)
If a student has earned a bachelor degree from an accredited school recognized by the University of Utah, it clears all GE requirements except AI, which must be evaluated separately. The student must complete, (or have completed in the first degree):
1. AI
2. Major and College Requirements
3. CW
4. DV
5. IR (If admitted to the U for the first time Fall 2007 or later)
6. BS or BA requirements
7. Residency Requirement

Foreign Bachelors Degree
The same as non-U of U degree above, except that the student must also complete, or have completed, WR and QA/QB.

First Bachelors Degree from U of U
If the first Bachelors degree was earned at the U of U, the student will need to complete or have completed:
• Major and College Requirements
• CW
• DV
• IR**
• QIs or BA Language requirement: If the first degree was a BS degree and the student now wishes to complete a BA, the BA requirement must be completed, and vice versa.

** IR may or may not be required depending on when the student was first admitted and when graduating:

IR not required: If the student was ever enrolled at U of U prior to Fall 2007 and will graduate by the end of Summer 2013

IR is required: a) If the student was enrolled for the first time at the U of U Fall 2007 or later
b) If graduating after Summer 2013 regardless of when first enrolled.
## UNDERGRADUATE REQUIREMENTS AUTOMATICALLY CLEARED BY PRIOR DEGREES

<table>
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<th>Requirement</th>
<th>USHE or LDSBC AA/AS (or letter of completion)</th>
<th>BYU-Idaho/Rick's AA/AS (treated as USHE before Fall 2000)</th>
<th>Other AA/AS</th>
<th>IB Diploma</th>
<th>U of U Bachelor Degree</th>
<th>USHE Bachelor Degree</th>
<th>Other U.S. Bachelor Degree</th>
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GENERAL EDUCATION AND BACHELOR’S DEGREE REQUIREMENT EXCEPTIONS

ONE STOP APPEALS POLICY

This policy was created to centralize the appeal process for GE and BA/BS requirements, thus stopping the referral of students to many locations to verify university-wide graduation requirements.

Background

Prior to 1998, The Center for Academic Advising (which became University College Advising) was charged with making substitutions only for Liberal Education core and distribution courses. Students challenging the Writing requirement were referred to the Writing Program; BS math requirement exceptions were handled by the Math Department; BA language was handled through the Language Department. American Institutions exceptions were handled by either the Economics, Political Science or History department depending on which class was being challenged. Thus, a student might have to go to several departments to get his or her graduation requirements cleared. In 1998 University College was given the responsibility for making exceptions for all General Education and Bachelors Degree requirement courses. Now students could go to one place for all of their needs.

ALL GE/BACHELOR’S DEGREE REQUIREMENT APPEALS QUESTIONS SHOULD BE REFERRED TO UNIVERSITY COLLEGE. ACADEMIC DEPARTMENTS DO NOT HAVE THE AUTHORITY TO GRANT APPEALS OR SUBSTITUTIONS FOR THESE REQUIREMENTS,

ONE STOP APPEALS PROCEDURES

Transfer Courses

All University College full-time advisors are able to review and make substitutions for transfer courses in most cases where a straightforward determination can be made. The student meets with an advisor and provides a course description or syllabus. A syllabus is preferable, and sometimes necessary if the course description is not detailed enough to make a determination.

A petition may be required either to the University College Appeals Committee or, particularly for Bachelor’s degree requirements, to the Chair of the area requirement committee, e.g. CW, IR, DV, QI. All petitions are initiated through University College by meeting with an advisor. A formal petition is required in the following situations:

the U.C. advisor is not able to make a clear determination
a student wishes to appeal a U.C. advisor’s decision
any lower division course requested for DV consideration (unless listed with University College as a Utah institution pre-approved course, or a SLCC DV course articulated through Admissions)
all transfer courses requested for IR consideration unless completed through a U of U Study Abroad sponsored or affiliated program.

GENERAL POLICIES FOR APPEALS:

A course must meet the stated criteria for that University requirement.

For all GE requirements, and in most cases for all Bachelor’s degree requirements, the course must be at least 3 semester credits. The only three exceptions are: (a) Three quarter hour classes from USHE that were coded as GE on the previous school’s transcript, (b) Three quarter hour courses from other U.S. accredited schools, and (c) when shorter courses are combined to clear an IE area. (Qualified transfer courses of lesser credit in the same area can sometimes be combined to fulfill one IE). If the course is being counted for a major requirement which also happens to be designated for a General Education or Bachelor’s degree requirement at the U, it is NOT automatic that the course will be counted for a University requirement. The student must petition through or have the course reviewed at University College. If the course is wanted for an upper division requirement (CW, IR, QI) the course MUST be upper division level at the institution where it was taken.

NOTE: If a Department has approved a lower division transfer course for a major requirement which also happens to be designated as CW, IR, or QI here at the U, it cannot be approved to clear a bachelor degree requirement.

If a student is requesting international credits be considered for upper division Bachelor’s degree requirements, those credits must first be verified as upper division level by the Department offering a comparable course here at the U, and if approved the course can then be reviewed or petitioned through University College.
NOTE: these credits will not be included in the total 40 upper division hours required for graduation UNLESS the Department offering comparable course here writes a memo to Admissions documenting upper division status. (See Bachelor’s Degree/Major/Academic Standards section)

NOTE: All substitutions for Study Abroad courses for General Education should be referred Steve Roens, Associate Dean of Undergraduate Studies, 204 DGH, 581-8420.

Unapproved U of U Courses
In order for a course to be designated as a GE or Bachelor’s degree requirement, it must be submitted to the appropriate faculty requirement committee for review. If approved by that area committee, it must then be approved by Undergraduate Council. Syllabi and responses to a series of questions regarding the course focus, assignments, grading criteria, and learning outcomes are evaluated. For most of the requirement areas, there are extensive lists of approved courses from which students can choose. Students requesting unapproved U of U courses to be substituted for GE requirements must petition through the University College Appeals Committee. All Bachelor’s degree requirement substitution requests must be petitioned through the faculty area committee chair via University College. In addition to the course meeting the established criteria, the student MUST have circumstances that uniquely qualify him/her for an exception to University policy. The student should meet with a University College advisor to discuss the possibility of petitioning.

University College GE Appeals Committee
This committee consists of the GE Coordinator, the GE Assistant and one other U.C. advisor (This position rotates among the staff.)
Graduation Requirements
Top 10 Things to Know

1. Explaining General Education (GE) and Bachelor’s Degree requirements and how to clear them

2. Showing how to find the courses that clear GE and Bachelor’s degree requirements

3. Explaining what GE is cleared with AP/CLEP/IB tests

4. Teaching students how to select appropriate GE courses

5. Explaining how to combine GE and Major courses in a schedule

6. Providing writing and math placement information

7. Explaining how to read the GE and Bachelor’s Requirements sections of DARS

8. Answering questions from prospective students about how their transfer courses will clear GE and Bachelor’s degree requirements

9. When a course does not clear a GE or Bachelor’s Degree requirement but a student thinks it should, determining whether a substitution is appropriate

10. When a department clears one of their requirements with a transfer course, and the corresponding U of U course also clears a GE or Bachelor’s degree requirement, determining whether the transfer course should clear the same requirement

Jency Brown —General Education Coordinator, jbrown@uc.utah.edu
Graduation Requirements: Scenarios

1) As the departmental advisor for the Basket Weaving major you are meeting with a new transfer student. She has a transfer course BASK 300, Basket Weaving History, that you accept in place of a U of U course BSK 3333, History of Basket Weaving. BSK 3333 is also approved as a CW. Will her transfer course clear CW as well? What should the student do next?

If her transfer course is BASK 200 and was a lower division course at her previous school what should you tell the student in regard to CW?

2) You are meeting with a new freshman. She earned a 4 on the AP American Government test and the credit hours show up in the Test section of her DARS. She asks why it is not clearing AI. Why isn’t it? Can University College change this?

3) A new freshman reports that he tried to sign up for Math 1030 but was unable. What are some reasons that this could happen?

If a message came up stating that he isn’t eligible to take it, what should he do?

4) As a departmental advisor you meet with a student who has signed up for 3 major courses and also FA 2000. He says she is taking FA 2000 to clear FF. Will it work?