

COURSE DELIVERY METHODS

Snow College provides multiple pathways for students to earn academic credit through a range of instructional delivery methods and assessment options. Each method is designed to support student access and achievement of course learning outcomes.

In-Person Instruction

In-person (face-to-face, F2F) instruction consists of courses delivered synchronously with students and instructors physically present in the same location. Canvas may be used to support instruction but is not the primary means of delivery. Course types include lecture-type classes, studio and shop work, and science labs.

In-person courses are offered on both the Ephraim and Richfield campuses as well as at learning sites such as Nephi, Delta, and Kanab and at the Central Utah Correctional Facility in Gunnison. In-person concurrent enrollment classes are offered on-site at regional high schools.

Interactive Video Instruction

Interactive Video Conferencing (IVC) courses are delivered synchronously through real-time video and audio that connect multiple locations. This format enables live interaction between instructors and students across sites. Canvas may supplement instruction but is not the primary delivery method. Course types are often lecture classes offered to groups of students at different locations.

IVC courses are commonly used in Snow College's concurrent enrollment courses as well as courses with sections on both college campuses.

Online Instruction

Online instruction consists of courses delivered asynchronously through Canvas, which serves as the primary platform for instruction, communication, and assessment. Online courses may be traditional online or competency-based education (CBE) courses.

Online courses support a wide range of programs and populations pursuing fully online or partially online degree pathways. Summer course offerings are primarily online in academic programs.

Details on Online Classes

Online education at Snow College provides students with access to high-quality instruction through distance delivery while maintaining the same academic standards, learning outcomes, and institutional oversight as on-campus courses. Online courses are developed, taught, and evaluated by Snow College faculty and are designed to ensure regular and substantive interaction (RSI) between instructors and students. RSI is a requirement from the US Department of Education for all institutions that receive federal aid. Snow College is one such institution.

Courses that are taught online are designed to meet online quality standards for the college.

Online courses may be offered in fully online or hybrid formats. Course delivery includes structured learning activities such as content delivery, discussions, assignments, assessments, simulations, other learning components, and timely feedback. Students enrolled in online courses are expected to actively engage in coursework and meet all academic requirements as outlined in the course syllabus and catalog.

Courses will be taught in Canvas, the Learning Management System for Snow College, and possibly publisher or third-party content integrated within Canvas.

Academic Quality and Instructional Oversight

Online courses and programs are subject to the same academic policies, approval processes, and evaluation standards as face-to-face courses. Curriculum, learning outcomes, and assessments are reviewed through established institutional governance processes to ensure consistency, rigor, and alignment with program and institutional objectives.

Faculty teaching online courses are responsible for course design, instruction, assessment, and student engagement. Furthermore, they provide regular and substantive interaction in accordance with institutional and accreditation standards. Courses taught online at Snow College are reviewed by a faculty mentor using a predefined checklist for design best practices.

Student Responsibilities and Readiness

Students enrolled in online courses are expected to demonstrate self-direction, effective time management, and consistent participation. Online learning requires regular engagement with course materials, communication with instructors, and adherence to published deadlines.

Students are responsible for reviewing course syllabi for specific expectations related to participation, technology requirements, assessments, and proctoring.

System and Technology Requirements

Participation in online courses requires access to appropriate technology. At a minimum, students must have:

- Reliable access to a computer or compatible device
- A stable internet connection
- A current web browser and required software
- Audio and video capability (webcam and microphone), as required by specific courses
- The ability to install, access, and use required instructional or assessment software

Technical requirements may vary by course. Students are responsible for ensuring their technology meets course requirements prior to enrollment and throughout the term. Snow College does have computer labs on both the Ephraim and Richfield campuses, if needed.

Online Programs and Degree Availability

Snow College offers selected courses, certificates, and degree pathways through online delivery. Availability of online programs and courses may vary by semester, and not all program requirements may be available online each term.

Students should consult the academic catalog, class schedule, and academic advisors to determine current online offerings and degree applicability.

Online Testing Security and Proctoring

Snow College uses a variety of assessment methods to support academic integrity in online courses. Exams may be proctored, and

proctoring requirements are determined by the instructor and may vary by course.

Depending on instructor preference, exams may be administered through one or more of the following methods:

- In-person testing at approved college testing centers located in Ephraim or Richfield
- Online proctoring using approved remote proctoring tools, such as YuJa Verity, LockDown Browser, or other approved software
- An approved third-party proctor arranged by the student

When students are responsible for securing their own proctor, the proctor must be approved by the instructor and may not be a family member, friend, or co-worker. Students are responsible for complying with all proctoring and testing requirements as outlined in the course syllabus.

Student Identity Verification in Online Education

In accordance with federal and accreditation requirements, Snow College verifies student identity in online courses through secure login credentials and additional assessment security measures as required. These measures may include proctored exams or other identity verification methods. Any fees associated with third-party proctoring services are the responsibility of the student.

Accessibility and Student Support Services

Snow College is committed to providing accessible online learning environments. Online courses are designed to support diverse learning needs and comply with applicable accessibility standards.

Online students have access to institutional support services, including academic advising, tutoring, library resources, technical support, and disability services. Students requiring accommodations should contact Disability Services in a timely manner.

Course Availability and Scheduling

Online course offerings are determined by academic program needs, enrollment, and faculty availability. Course schedules are mostly published prior to each term (with rare exceptions) and are subject to change. Students are encouraged to plan and register early.

Academic Integrity for Online

Students enrolled in online courses are subject to Snow College's academic integrity policies (See Academic Integrity section of the catalog). Violations of academic honesty, including misuse of online testing or proctoring systems, may result in disciplinary action as outlined in institutional policy.

Campus Resources

All students, regardless of whether being on campus or online, have access to support from Snow College offices, including Institutional Technology (IT), Advising, and the Registrar's Office. Students should reach out to the corresponding office to discuss virtual meeting options.

Hybrid Instruction

Hybrid instruction combines multiple delivery methods, most commonly face-to-face and online components, within a single course design. A common type of hybrid delivery at Snow College is technical education

courses with online, CBE-driven classes that include in-person skills development and assessment.

Arranged Instruction

Arranged instruction includes courses in which meeting times and instructional activities are scheduled individually between the student and instructor. These courses are limited and typically support specialized or individualized learning experiences including internships, clinicals, independent study, and private music lessons.

Credit for Prior Learning

Credit for Prior Learning (CPL) procedures allow students to earn credit for college-level knowledge and skills acquired outside traditional college coursework. Some CPL is awarded via standardized tests (AP or CLEP, for example) that, according to faculty evaluation, document learning equivalent with specific college courses. In other cases, students may request prior learning assessment from college faculty. Details are available on the CPL page of the college website (https://snow.edu/offices/registrar/credit_prior_learning.html).

Details on Credit for Prior Learning

Snow College provides opportunities for students to earn credit for prior learning (CPL) for skills and abilities they have acquired through work, professional training, military training, and other learning domains. Credits are awarded through assessments that meet college-level competencies. CPL may include departmental assessment, standardized tests, military credit, and technical education articulation agreements.

CPL is determined by each department within the context of their mission, roles, student needs, and academic program(s). The number of credits earned through prior learning awarded may be limited. Limitations may be imposed by the student's degree plan.

Credit for Prior Learning is awarded through transfer credit and/or proficiency credit (training certifications, 3rd party evaluations, standardized exams, institutional exams, and individualized assessment/challenge exams.)

The Utah System of Higher Education National Exam Credit Equivalency Charts can be found here: <https://ushe.edu/national-exam-credit-equivalency-charts/>.

Eligibility Requirements

1. A student **must** be currently enrolled at Snow College.
2. CPL will not be considered for courses in which a student has attempted or completed. (An Audit, Fail, Withdrawal, or Unofficial Withdrawal is considered an attempt as well as any course registered for 0 credits.)

Costs Incurred for Prior Learning Credit

Tuition costs are not charged for awarded prior learning credit. However, there are costs associated with assessing a student's knowledge and experience as well as the processing fees for applying credit to a student's official record and transcript.

- All Standardized Tests will incur a non-refundable posting service fee of \$10 per credit.
- Departmental Assessments (Challenge Exam or Experiential Portfolio) will incur an assessment fee of \$50 per assessment. This fee is non-refundable despite the outcome of the departmental evaluation.

Other Important Factors to Consider

- Credit will not be awarded for a course that Snow College does not offer.
- Credit will not be awarded if it duplicates credit previously attempted or completed.
- Students may not retake departmental assessments for credit for prior learning.
- CPL is recorded as Transfer Credit and will receive a TR grade. This grade does not impact a student's GPA.
- Awarded CPL credit will not meet graduation residency credit requirements.
- Federal financial aid and employee tuition reimbursement may not cover prior learning assessment fees.

Advanced Placement (AP) Credit

- AP credit transcripts are retrieved electronically from The College Board (an independent, not-for-profit organization) for students who have completed exams for AP credit and designated Snow College as a desired recipient. Students may also order their results from the College Board website (collegeboard.org (<https://www.collegeboard.org/>)).
- By state agreement, if students pass an AP exam with a score of three or higher, they will be awarded college credits for each exam passed.
- A student must receive a score of 3 or higher to receive AP credit on any accepted exam. Credit is not accepted for the AP Research exam.
- These credits will be either ungraded elective credit or ungraded general education credit. Depending on the AP test score and on department agreements, the credits given may be divided in varying amounts among these types of credit. Questions regarding this credit should be addressed to the Transfer Articulation Coordinator at (435) 283-7143.
- AP credit is not considered resident credit.
- The fee for AP credit is \$10.00 per credit and is posted to a student's financial account at the time the credit is awarded.
- To see how AP credit may transfer, please reference <https://ushe.edu/national-exam-credit-equivalency-charts/>.
- **Note:** Many majors will not accept AP credit for courses that are required for major preparation. AP Credit guidelines are subject to change without notice. See the chart in the Academic Policies section (here (https://www.snow.edu/catalog/academic_policies.html#AP_credit)).

College Level Examination Program (CLEP) Credit

Successful completion of the College Level Examination Program (CLEP) Exams may yield credit in general education or provide elective credits. CLEP coursework is ungraded and is not considered resident credit. A student may not receive credit for both the exam and corresponding courses completed. Credit is not accepted for all CLEP Exams. To see how CLEP credit may transfer, please reference the Utah Transfer Guide.

Foreign Language Achievement Testing Service (FLATS) Transcripts

- Snow College grants language credit to students who complete and pass BYU's FLATS exam. Students are responsible for any and all actions required to register for the test and transfer credits back to Snow College. The transcript is sent to Snow College by BYU's Humanities Technology and Research Support Center.
- The scoring is either Pass (P) or Fail (F). The student receives credit for the language in which they tested and passed. The language test

covers 3 courses from 1st-Semester Conversation & Grammar to Intermediate Grammar. Each course is 4 credit hours.

- Snow College grants up to 12 credits for the FLATS exam and the cost is \$10.00 per credit. The student may not take fewer credits than were earned on the test.
- To register for the exam, go to <http://flats.byu.edu> or contact the testing center.

International Baccalaureate (IB) Exam Credit

- Students must be enrolled at Snow College in order to receive IB credit.
- Students who earn scores of 4 or above on Higher Level (HL) or Standard Level (SL) IB Examinations may be awarded up to 12 semester hours of credit for each exam (depending on the department).
- If a student submits Advanced Placement and International Baccalaureate Credit, IB credit will be awarded first. If AP credit duplicates IB credit already awarded, AP credit will be reduced by the amount of credit awarded in the specific area.
- A posting fee will be assessed for each credit hour awarded (\$10.00 per credit.) Credits will be posted as transfer credit and are not graded.
- To see how AP credit may transfer, please reference the Utah Transfer Guide.

Military Transcripts

- Snow College accepts the recommendations of the American Council on Education for training completed in the military, provided that equivalent courses are available at Snow College.
- Snow College accepts a DD214 discharge document for PE elective credits.
- Military transcripts should be sent through the American Council on Education (ACE.) ACE evaluates the courses and training the service member received thereby providing a course description, equivalent recommendation, and determines how many credits each course is worth.
- Military transcripts are evaluated by the Transfer Articulation Specialist and any question regarding what credit may be granted is directed to the Registrar. You can obtain a military transcript from one of the following sources:
 - <https://jst.doded.mil/> (<https://www.jst.doded.mil/>) (Army, Coast Guard, Marine Corps, and Navy)
 - <http://www.au.af.mil/au/ccaf/transcripts.asp> (<https://www.au.af.mil/au/ccaf/transcripts.asp>) (Air Force)
 - <http://www.dliflc.edu/dlitranscripts.html> (<https://www.dliflc.edu/dlitranscripts.html>) (Defense Language Institute)
- Once the credit from a military transcript has been evaluated, an email is sent to the student/service member informing them how their military credits will transfer, advising them of the cost (\$10.00 per credit), and then receiving the student's approval to move forward.
- The student/service member must meet with an advisor prior to any military credit being posted per Utah State Code 53B-16-107 Credit for Military Service and Training.
- A student is not required to accept any transfer credit from their military service. A student may also decide to accept only partial credit. Credit and the fees will not be posted to a student's account until the student gives their approval.

- **Note:** Transferring military credits can affect eligibility for veteran's benefits. Students must talk with an Academic Advisor or the Veterans office before the credit can be posted.

Peace Officer Standards and Training (P.O.S.T.)

- Snow College accepts the recommendation of the State of Utah Department of Public Safety Council on Peace Officer Standards and Training (P.O.S.T) for training completed.
- The student must submit a copy of his/her State of Utah Department of Public Safety Certificate of Completion which lists the training completed.
- Certification of training completed must be submitted to the Transfer Articulation Office at Snow College.
- Snow College accepts P.O.S.T. for credit as follows:
 - Five weeks of training (Phase I) are equal to 3 elective credits and 1 PE credit.
 - Ten weeks of training (Phase 2) are equal to 6 elective credits and 1 PE credit.
 - Fifteen weeks of training (Phases 1 & 2) are equal to 9 elective credits and 2 PE credits.
- The maximum number of credits awarded for P.O.S.T. is 11 credits.
- There is a \$10.00 per credit posting fee.