

1.15	Uniform Advanced Placement Credit and Placement Policy	19-036	2019-03-28
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## UNIFORM ADVANCED PLACEMENT (AP) CREDIT AND PLACEMENT POLICY

The purpose of this Policy is to establish uniformity among the Connecticut State Colleges and Universities (CSCU) regarding the awarding of course credits and course placements pursuant to student applicants' scores on Advanced Placement (AP) examinations. AP policies shall be evidenced-based and appropriate for the institution and its students.

A clear and consistent AP credit and placement policy:

- Ensures that prospective students and families know which institutions recognize AP achievement and award course equivalent college credit and advanced placement based on qualifying scores;
- Allows for the optimal application of qualifying AP scores for credit toward meeting general education requirements;
- Improves seamless course articulation and transfer, credit portability, and degree completion rates;
- Reduces the duplication and accumulation of excess credit hours, minimizing economic burdens for students and families, and improves enrollment efficiency for higher education systems.<sup>1</sup>

To align with state and national standards, the Connecticut Board of Regents for Higher Education mandates that all CSCU institutions shall grant academic credits to any student earning a score of 3 and higher on any AP examination. The institutions, in consultation with faculty in the discipline corresponding to the individual AP exams, shall determine how those credits are applied to the degree.

Students transferring from a CSCU community college to a CSCU university or Charter Oak State College or transferring between two-year colleges or between four-year institutions within CSCU with AP scores of 3 and higher shall be considered for the awarding of course credits and/or placement at any CSCU institution.

The CSCU institutions can award credits as the equivalent of a specific course, as fulfilling a general education category or as elective credits. Faculty, or the appropriate academic department, shall award the credit differently based upon the score earned on the exam. For example, a student earning a grade of 5 on a modern language exam may be awarded credit for an advanced level course; a student earning a 4 may earn credit for an intermediate level course and a student earning a 3 may earn credit for an elementary level language course or an elective. Specific determinations of how credits are awarded are entirely within the institution's purview.

Following campus governance procedures, institutions should examine all AP courses and determine the appropriate course equivalencies for scores of 3 and above.

Accordingly, CSCU institutions are required to present clear policies and procedures regarding AP credits and placements on their websites and in admissions and transfer literature. These communications should be easily accessible by prospective students and interested others.

The Board recognizes that honoring AP courses that students take in high school and awarding college course credits through these examinations advances their preparedness for college success and impacts positively upon the affordability of attending college.

The Policy is adopted in partnership with the Connecticut Association of Public School Superintendents for its recognition that the CSCU System is enacting an AP Credit and Placement Policy that helps to “keep AP students in the state” and supports “their momentum for persistence and retention.”<sup>2</sup>

<sup>1</sup> <https://aphighered.collegeboard.org/setting-credit-placement-policy/state-credit-placement-policy>. AP Higher Education College Board (2017).

<sup>2</sup> Connecticut Association of Public School Superintendents Letter. December 7, 2018.

## REVERSE TRANSFER POLICY PROCESS

At least once each year, the five baccalaureate institutions (ECSU, CCSU, SCSU, WCSU and COSC) would compile a list of CT community college transfers who are enrolled in their institutions with the following definition of eligibility for reverse transfer:

- Currently enrolled and matriculated in a baccalaureate degree program
- Have transferred from a CT community college within the past 2 years and have **NOT earned an associates' degree**
- Have transferred into the university a minimum of **45** credits from a single CT community college
- Where students have earned additional credits at other colleges/universities beyond the 45 credits above, the community college where the student earned the highest no. credits would be identified for reverse transfer
- Have completed a minimum of **15** credits at the baccalaureate institution

The above definition will be adjusted over time to include a broader number of students, however initially this will intentionally define a more manageable number of eligible students and to modify these criteria gradually. There are likely to be a larger number of requests at the beginning of this process, therefore the goal is to avoid creating a burden on Admissions and Registrars staff across the college system.

The list, broken down by CT community college, would include

- Student first and last name, and Date of Birth
- Student mailing and email addresses
- Selected baccalaureate degree program and number of earned credits
- If known, the student's CT community college ID no.

This annual list would give each community college a sense of the number of students who may be eligible under this process.

### **CSU/COSC responsibilities**

The five baccalaureate institutions agree to send a letter/email to each student identified, inviting them to apply to their primary CT community college for reverse transfer, and will include with this letter/email a transcript request form, to be completed by the student. The transcript will then be sent from the university/state college to the CT community college.

A standard reverse transfer form and FAQ has been developed (see attached), modeled after a similar form already in use by COSC, which will ask the student to give their permission under FERPA to transfer this information for purposes of reverse transfer and also apply to graduate if they meet the requirements for the degree.

## **Student Responsibilities**

If the student chooses to, they will e/mail this form to their selected CT community college making arrangements, as stated above, with the university/state college for an official transcript to be sent directly from the university/state college to the community college.

## **Community College responsibilities**

Each receiving CT community college would evaluate the credits on the transcript using their normal transfer credit evaluation process.

A degree audit would be completed by the receiving community college to determine whether the student has met all outstanding requirements for the degree selected by the student. It is anticipated that in many cases, students would be most likely eligible for an A.S. degree in general studies, but the student can earn any degree for which they meet the degree requirements.

The community college would notify the student of their status of completing the selected degree and if any requirements remain unmet, to list those requirements in their letter to the student.

The college would award the degree to the student at the next conferral date of the college.

## **Timeline for AY 2015-2016**

For the first year, the 4-year institutions will send letters/emails to all students eligible by September 25th 2015, for those potentially eligible students who were enrolled in spring 2015, and again by January 1st 2016, for those who were enrolled in the fall 2015. This will assist with contacting a potentially larger group of eligible students in the first year.

Starting in AY 2016-2017 and thereafter, the 4-year institutions will only need to send letters by January 1st of that academic year.

Upon recommendation from the Admissions and Registrars councils, these dates would have student applications arriving during February each year, which is when degree audits typically are reviewed and completed for spring graduation. In the first year, it is understood that the student applications would likely arrive in both October and February.