PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number: S 7.3
Procedure Title: College Credit Obtained by Advanced Placement (AP)
Relevant Board Policy:
Relevant SACSCOC Policy:
Originating Unit: Assessment/Testing Center
Maintenance Unit: Vice President of Student Success
                           Vice President of Academic Success

I.   Purpose: To facilitate the awarding of college credits for students successfully passing the Advance Placement Exam. Students are encouraged to check with their educational institution to find out what their credit by exam policies and procedures are and the minimum score needed to earn credit. Credit by exam is accepted as "credit only" (CR) and does not affect students' cumulative GPA.

        Transcripted credit earned via credit by exam by students transferring to Palo Alto College will be evaluated for transfer eligibility in the same manner as other traditional course credit.

II.   Procedure Statement:

        Palo Alto College will grant a total of 45 semester credit hours from non-course-based means. Based upon results of the PAC AP Credit-Granting scores and Semester Hour Recommendations guide will determine credits earned. A minimum of six (6) hours of college-level credits must be earned at any of the colleges in the Alamo Colleges District before the credit for successful completion of the AP exams are awarded.

        A.   Test Administration
                1. Students who take their test at a high school will indicate where scores will be sent to during the exam.
                2. A student may request scores be sent at a later date by accessing www.college board.org/scores (fees may be applicable).
                3. PAC receives official test scores at the Testing Center via U.S. postage.

        B.   Verifying Student Records
                1. Upon receipt of Official AP transcript, the receiver should open Banner and look up student's record under GUIALTI.
                2. Write down the student's Banner ID on the transcript in black or blue ink.
                3. Pull out the AP to CSI Rosters folder (on the left side, you will find the score

requirements).

4. In SHATERM ensure that student has earned at least 6 hours at PAC before processing.
   a. If the student has less than six hours, write (in pencil) "needs 6 hours" and set to the side for reverification during the following semester. (PAC requires that students have successfully completed at least 6 hours of course credit.)
   b. If the scores are not passing, write on the transcript "Not Passed" and set to the side.
   c. If the scores are passing and if the student has completed 6 hours at PAC, write down the semester when the student receives credit, the course and hours the student for which the student will receive credit. For example: 201530 SPAN 1411 4 hrs., SPAN 1412, 4 hrs., SPAN 2311 3 hrs., SPAN 2312 3 hrs.
5. Make copy of transcript and place in the AP to CSI Rosters folder for processing.
6. Take original transcript to Admissions for scanning.
   a. Give Admissions at least a couple of hours to scan and then check BDM.
   b. Scores are scanned into BDM by A&R, whether passing or non-passing scores.

C. Processing Credit
   1. Make entry in SPACMNT "Rec'd AP credit for CRSE_____"
   2. Go to "O" drive and under AP click 2015 Requests or the current year.
   3. Choose AP to CSI Revised Excel file and rename to AP to CSI (DATE).
   4. Enter the Last Name, First Name, Banner, Term to Post, credit type (AP), course subject, course number, course title, hours to grant, CR, and Assessment Approver. Save document.
   5. Logon to ACES account and click Employee tab.
   6. Click on the Footprints Ticket link.
   7. Enter your computer username/password.
   8. Under Select a Workspace, click DST – CSI
   9. Click New Request.
   10. Under Service, type in "Post AP credit to students' record."
   11. In the description box type in "Post AP credit to students' record."
   12. Under service, check Non-Traditional Credit.
   13. Under Component, check AP Credit.
   14. Click Attach Files then click Browse.
   15. Find the Excel file you created and choose it and Click GO.
   16. Click SAVE and write down the work order number (it comes up fast and disappears really quick).
   17. Print out the Excel file and save it in the folder after writing order number on it.
   18. Go back to the AP file in the O drive and open the Running List Excel for the current year.

19. Enter all of the appropriate info for all the AP transcripts.

20. If the AP was NOT PASSED, then enter Not Passed in the Comments section and highlight entire line in red.
21. If the AP is passed but student needs 6 hrs., make comment and highlight in yellow.
22. If scores are to be posted, enter info and type in the work order number in the comments.
23. Annotate the transcripts and file in the AP cabinet in alphabetical order.

D. Posting Credit
1. Additionally, all information submitted to A&R is placed on an excel spreadsheet created and is maintained by the Testing Center as backup.
   a. Student name, banner, semester to grant course, and hours for each course they have passed are noted on the spreadsheet.
2. A footprint and the excel spreadsheet is submitted to the Center for Student Information (CSI) who will post the AP credit.
   a. Score reports not uploaded on BDM are not be processed by CSI.
   b. CSI will process the footprint within 2 business days and post the scores.
3. Credit for qualifying AP scores is recorded on the student's permanent record (transcript) as transfer credit with a grade of CR.
4. AP credit is not applied to the transcript until the student has successfully completed 6 regular college credits.
5. Students may not earn more than 45 total hours from any testing equivalency source.

E. PAC will support the award of credit for AP. However, based on American Council on Education (ACE) recommendations, respective Academic Departments are responsible for identifying the courses to receive credit and cut-off scores. Once during each spring term, and more often if deemed necessary, faculty in the related disciplines will review the AP credit-granting scores and semester hour recommendations.

Date Created: November 15, 2017

Date Updated/Approved: January 5, 2021

Approved:

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