

## **Policy 200.2 – Advanced Placement Program (AP)**

Date Adopted: 3/99

Issuing Office: Academic Affairs

Date Revised: 4/22/03

Approved By:

References: BOR Policy 301.5

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### **I. POLICY**

The University of Montana Western allows the awarding of college credit or advanced placement to individuals who successfully attempt Advanced Placement Examinations (AP).

### **II. PURPOSE**

AP exams can be used by individuals to verify/demonstrate knowledge and earn college credit by completing advanced high school courses and passing standardized examinations.

### **III. PROCEDURES**

1. Individuals who are unconditionally accepted for admission to UMW and who are currently enrolled, or former students actively pursuing a degree at UMW (have earned credit applicable to a degree within the past year), are eligible to earn AP credit or advanced placement.
2. AP courses/test attempts must be recent (taken within the past three years) and verifiable.
3. Official AP score reports should be sent to UMW as part of the admissions application process. “Official” score reports (sent directly from The College Board to UMW) can be requested by writing: AP Program, PO Box 6671, Princeton NJ 08541-6671, or call (609) 771-7300. AP score reports submitted by individuals are considered unofficial and will not be accepted.
4. AP credits may not be counted as part of class load for financial aid purposes, athletic or extracurricular eligibility, or classification as a student at UMW.
5. Students awarded “advanced placement” do not earn college credit. Advanced placement refers to the waiving of a pre- or co-requisite course or a degree requirement, based upon successful completion of a course and passing a College Board AP exam.
6. While there is no limit on the number of credits that may be earned by passing AP exams/courses, a maximum of 30 credits from all nontraditional sources may be applied to a baccalaureate degree (15 credits for an associate degree) at UMW. Academic department chairs and the Vice Chancellor for Academic Affairs will determine the exact UMW courses for which various AP courses/exams may substitute. Other graduate requirement limitations may apply.
7. No AP credits will be awarded if an individual has previously attempted or is currently attempting a college course that is similar to the AP exam scores submitted for evaluation.
8. Credit awarded for AP exams are graded “P” (Pass). Consult the UMW Catalog regarding the maximum number of GPA-neutral credits that may be applied to a degree at UMW.
9. AP credits do not meet UMW residency requirements, and are considered lower-level credit for graduation purposes.
10. Consult the UMW Course Equivalency List for minimum scores required to earn credit or waive course requirements at UMW (go to <http://mus.montana.edu/credityexam>).

11. Credits initially awarded for successful completion of an AP course will be deducted from cumulative credit earned if a student enrolls and completes a similar college-level course.
12. Students must request AP evaluations and must approve the posting of AP credit to their permanent academic record. Once approved and recorded, AP credit becomes a permanent part of the student's academic record unless removal is required to comply with other parts of this policy.
13. The Registrar's Office will post approved AP credits to the academic records of qualified individuals free of charge.
14. To be valid, the UMW Course Equivalency List can be no more than five years old.
15. UMW officials reserve the right to revise this policy with notice. Credits awarded for AP are done according to the policy in effect at the time of the AP transcript evaluation.
16. This policy applies to UMW only. Other institutions are not obligated to accept AP credits awarded or recognized by UMW.

#### **IV. AUTHORITY**

BOR Policy 301.5

#### **V. RESPONSIBILITY**

Registrar, Department Chairs, Provost/Vice Chancellor for Academic Affairs