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| <p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p> | <p>POLICY NUMBER: 100-13-04</p> | <p>PAGE NUMBER Page 1 of 2</p> |
| | <p>CHAPTER: Academic Affairs</p> | |
| | <p>SUBJECT: Transfer Policies: AP/CLEP Scores</p> | |
| <p>RELATED POLICIES: Transfer Policies</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p> | <p>EFFECTIVE DATE: October 2, 2006</p> | |
| | <p>SUPERSESION: TBD</p> | |
| |  <p>Dr. David Svaldi President</p> | |

AP/CLEP Scores

I. POLICY

It is the policy of Adams State College (ASC) to grant credit to students with Advanced Placement scores of 3 or higher, and CLEP scores in the 50th percentile. The department chair of the appropriate department must approve all such credit.

The maximum credit accepted on the general exams is 18 semester hours in the areas of humanities, natural and social sciences. The semester hours of credit for each subject exam, as well as credit by examination, in total, will be determined by the appropriate department chair. Credit will be granted after census date of the first semester of enrollment.

II. PURPOSE

The purpose of this policy is to provide guidelines for approving transfer credits based on AP and CLEP scores.

III. DEFINITIONS

- A. AP: Advanced Placement program
- B. CLEP: College Level Examination Program
- C. Department Chair: The ASC faculty member that acts as the administrative head of an academic program.
- D. Records Evaluator: The ASC staff member of the Records Office charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is authorized to assign equivalent credit to general education courses; all other course equivalents are authorized through the department chair of the corresponding subject of the course under review.

IV. PROCEDURES

- A. Students must submit an official AP/CLEP score report to the Records Evaluator.
- B. Students must score at or above the established recommended scores stated in section I. above.
- C. Students must request approval of AP/CLEP scores for credit with the appropriate Department Chair.
- D. The Department Chair will notify the Records Evaluator of their decision.

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E. The Records Office will record the advanced placement and/or college credit based on determinations made by the appropriate Department Chair.

V. RESPONSIBILITY

A. The Department Chair will have primary responsibility for determining credit based on AP/CLEP scores.

B. The Assistant/Associate Provost for Academic Affairs will assist the records evaluator in determining course equivalencies when the Records Evaluator is unable to determine appropriate equivalencies.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY:

March 13, 2006

VIII. ATTACHMENTS:

AP Credit Criteria.xls