**Recommending, Approving, and Implementing Changes to AP Credit Awards**

**Twin Cities Campus**

Current policy, Credit for Nationally-Recognized Exams for Undergraduate Students, at <http://www.policy.umn.edu/Policies/Education/Education/CREDITEXAM.html>

Current listing of AP awards for the Twin Cities campus, at

<http://admissions.tc.umn.edu/academics/ap.html>

**Changes to a specific Advanced Placement award are proposed, reviewed, approved, and implemented as follows.**

Review of an AP exam and the corresponding U of M credit award may be requested by the department, the college, a curricular committee (e.g., a departmental committee or the Council on Liberal Education,) for a variety of reasons, including the following:

* a change to the corresponding U of M course
* a new AP exam, or changes to an existing AP exam and material covered
* changes in degree requirements
* changes in prerequisite courses
* concerns by faculty, academic advisers, or others re: student performance in succeeding courses
* periodic review as requested by a college or central office

The academic review of the AP exam is conducted by the appropriate academic department that offers the U of M course(s) in the area of the AP exam. On the Twin Cities campus, that academic department is the academic unit authority with the discretion to establish the standards.

After the review, the department sends its decision to the appropriate college office for information. The college notes the decision, and raises any considerations for related departments or considerations for specific majors and minors. The college then sends the recommendation to the Office of Undergraduate Education (OUE). OUE reviews for any liberal education, course equivalency, cross-college concerns, or implementation timeline concerns.

Implementation of the change occurs as follows:

* OUE notifies Admissions of the change. Admissions then
	+ updates transfer tables in DARS, with effective date specified for fall of xxxx
	+ updates the AP award information on the web site
	+ communicates with admissions counselors, academic advisors, and others
	+ notifies the department, college, and the Academic Advising Network, for communication with staff and faculty

Changes are generally implemented on an annual cycle, taking effect for students entering fall semester and thereafter. Typically, the AP awards applying to students matriculating to a particular fall semester would have been noted on the Admissions web site by the spring of the prior year (e.g., published on the web site by April 2013 for changes applying to students entering fall 2014 and thereafter). Minor changes that are to the benefit of students may be implemented on a shorter timeline; substantial changes that affect large numbers of prospective and incoming students may require greater lead time.

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| **Subject Area/Test:**  |
| **CURRENT AWARDS** |
| Score(s):       | # of Credits       in   |
|  | Liberal Education Award (if Any):  |
|  | Core:       | Theme:       |
| Score(s):       | # of Credits       in   |
|  | Liberal Education Award (if Any):  |
|  | Core:       | Theme:       |
| Score(s):       | # of Credits       in   |
|  | Liberal Education Award (if Any):  |
|  | Core:       | Theme:       |
| **RECOMMENDATION FOR FUTURE AWARD(S)** |
| **[ ]** Continue Current Award[ ]  Change Award, Effective for students matriculating FALL Semester of (year)       as follows: |
| Score(s):       | # of Credits       in   |
|  | Liberal Education Award (if Any):  |
|  | Core:       | Theme:       |
| Score(s):       | # of Credits       in         |
|  | Liberal Education Award (if Any):  |
|  | Core:       | Theme:       |
| Score(s):       | # of Credits       in         |
|  | Liberal Education Award (if Any):  |
|  | Core:       | Theme:       |
| **RATIONALE/REASON FOR REVIEW/NOTES/BACKGROUND** |
|       |

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| Department-level, reviewed by:        | Date reviewed:       |
| Reviewed at college level by:Signature:  | Date:  |
| Reviewed by Office of Undergraduate EducationSignature:  | Date:  |