



**BOV POLICY # 25 (2016) AWARD OF COLLEGE CREDIT FOR ADVANCED PLACEMENT, CAMBRIDGE ADVANCED, COLLEGE-LEVEL EXAMINATION PROGRAM, AND INTERNATIONAL BACCALAUREATE EXAMINATIONS**

**Policy Title:** Policy on Awarding of College Credit for Advanced Placement, Cambridge Advanced Examinations, College-Level Examination Program, and International Baccalaureate Examinations

**Policy Type:** Board of Visitors

**Policy No.:** BOV Policy #25 (2016)

**Approved Date:** March 19, 2021

**Responsible Office:** Enrollment Management

**Responsible Executive:** Vice President for Operations and Chief Strategist for Institutional Effectiveness

**Applies to:** University Community

**POLICY STATEMENT**

The Norfolk State University Board of Visitors complies with [Code of Virginia § 23.1-906](#) and [the State Council of Higher Education for Virginia’s \(SCHEV\) Policy on Course Credit for AP, Cambridge, CLEP and IB](#) (2015) for granting undergraduate course credit to entering freshmen students who have taken one or more Advanced Placement (AP), Cambridge Advanced (A/AS), College-Level Examination Program (CLEP), or International Baccalaureate (IB) examinations. The *Code* requires each the governing board to establish a policy which:

1. Outlines the conditions necessary to grant course credit, including the minimum required scores on such examinations;
2. Identifies each Norfolk State University’s course credit or other academic requirements that the student satisfies by achieving the minimum required scores on such examinations; and
3. Ensures, to the extent possible, that the grant of course credit is consistent across each public institution of higher education and each such examination.

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### **CONTACT**

The Associate Vice President for Enrollment Management officially interprets this policy and is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Enrollment Management.

### **POLICY CONTENTS**

Norfolk State University accepts the stringency and thoroughness that the curricula of the Advanced Placement (AP), Cambridge Advanced (A/AS Level), College-Level Examination Program (CLEP), and International Baccalaureate (IB) programs provide to high school students. Students who earn qualifying scores in AP, A/AS, CLEP or IB subject examinations may have those credits transferred as equivalent course credits at Norfolk State University. This policy does not apply to freshmen students applying to or who are admitted into the Dozoretz National Institute for Mathematics and Applied Sciences (DNIMAS) at Norfolk State University for the Math, Sciences, and English courses.

Norfolk State University will review AP, Cambridge, CLEP, and IB exams in comparison to its course offerings and curricular requirements to determine the proper grant of credit for each level of performance at or above the minimal specified:

- 3 or higher on an Advanced Placement examination
- 4 or higher on a higher level International Baccalaureate examination
- 5 or higher on a standard level International Baccalaureate examination
- 50 or higher on a CLEP examination
- C or higher on a Cambridge Advanced examination

The grant of maximum credit for each level of performance on each assessment consistent with the faculty's review of the content of the assessment and its alignment with the following criteria:

1. Institutional curriculum and academic standards;
2. Qualitative and quantitative student success data; and
3. Institutional persistence and completion patterns.



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### **Additional considerations**

Students may earn the maximum credit consistent with the likelihood of student success and with the faculty's judgment of consistency with the institution's curriculum and academic standards.

The faculty is responsible for specifying all curricular equivalencies for each level of performance on each assessment, to include (but not limited to) the following considerations:

- A. number of course credits granted;
- B. course designation(s) for which credit is granted;
- C. general education, program, or other degree requirements satisfied; and
- D. program-based exceptions to A through D.

NSU is not required to award course credit for performance on an assessment whose subject matter is not offered in its curriculum.

### **Process**

Student must request official scores for AP, A/AS, CLEP, or IB examinations be sent directly to Norfolk State University Admissions Office, 700 Park Avenue, Norfolk, Virginia 23504.

The Admissions Office will evaluate the AP, A/AS, CLEP, and IB transcript scores/grades and generate the *Certificate of Advanced Standing* that will be sent to the student and the selected academic department within six (6) weeks of receipt.

## **EDUCATION AND COMPLIANCE**

Bi-annual enrollment information sessions will be conducted with faculty to address the process for prospective students to receive college credit from standardized testing. Enrollment Management will work in conjunction with the academic departments to ensure compliance.

Failure to comply will result in the faculty being reported to the appropriate academic administrator within the department.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;



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- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

**REVIEW SCHEDULE**

- Next Scheduled Review: March 2024
- Approved by, date: Board of Visitors, March 19, 2021
- Revision History: July 1, 2015; May 4, 2014; September 15, 2017; December 11, 2020
- Supersedes: Administrative Policy #31-14 (2014); Policy #31-101

**RELATED DOCUMENTS**

- [Code of Virginia § 23.1-906 \(eff. July 1, 2016\)](#)
- [State Council of Higher Education for Virginia\(SCHEV\) Policy and Guidelines](#)

**FORMS**

*There are no forms associated with this policy and procedures.*