

Guidelines to Request New Advanced Placement Credit Equivalencies or Changes to Existing Advanced Placement Credit Equivalencies

These guidelines are intended to supplement and support Academic Affairs Policy No. 2.02-11, titled "Advanced Placement Policy," approved by the Curriculum Committee on March 22, 2005.

I. **Request.** Clearly state the specific request for new Advancement Placement (AP) credit or changes to existing AP credit or equivalencies.

II. **Factors.** The following six factors should be addressed with the request. It is expected that each factor could be addressed in 1 page or less.

1. Rationale. What is the rationale for the proposed new AP credit equivalency or changes to existing AP credit equivalency?

For example,

- Has there been a recent change to the AP curriculum, exam, or scoring procedure?
- Have there been changes in best practices at peer institutions?

2. Content Comparison. Provide a comparison of the AP curriculum and exam to the related UGA course content.

3. Peer Comparison. Provide a comparison and analysis of what USG-designated UGA peer institutions are doing for this AP course. Comparisons to other non-USG designated UGA peers also may be added if rationale for their inclusion is included.

4. Student Impact. How many students would this proposal, if approved, affect? Is this course required for a major, and if so, how many different majors require this course?

5. Student Progression and Graduation. Describe the anticipated effect of this proposal, if approved, on student progression and graduation? Also, how will this proposal, if approved, affect a student's ability to enroll in other minors, majors, dual degree programs, etc.?

6. Resources Needed. Describe the effect of this proposal, if approved, on departmental resources needed to support the new or changed AP credit equivalency (e.g., new course sections, new faculty, other?). If new resources are needed, then describe where these resources will come from.

III. **Endorsement.** A co-signed letter of support from the Department Head(s) and Dean(s) must be included.

IV. **Submission.** All proposals (comprising Sections I-III above) should be submitted to the Advanced Placement Council in care of the director of the Honors Program for their review and consideration.

July 26, 2017