Pennsylvania College of Technology

Procedure Statement

Title: Advanced Credit: Advanced Placement (AP)/International Baccalaureate (IB)/College Level Examination Program (CLEP)  
Number: PR 4.41.04

Approved by: Presidential Action

Approved Date: 02/2002
Implementation Date: 08/2011
Last Review Date: 03/2022
Last Revision Date: 03/2022

Persons/Departments Affected:
Admissions Office, Academic School Offices, Registrar’s Office, Undergraduate Students

Responsible Department:
Registrar’s Office

Definitions:

Advanced Credit: credit designed to recognize undergraduate students’ scholastic achievement attained prior to entering Penn College. This option creates the opportunity for students to begin their college work at a higher level in either the subject in which they received advanced credit or a related subject.

Advanced Placement (AP): assessments administered by the College Board© to indicate a level of proficiency in selected college level courses. Minimum score standards are set by each academic school to determine if credit will be awarded to undergraduate students.

International Baccalaureate (IB): assessments administered by International Baccalaureate® to indicate a level of proficiency in selected college level courses. Minimum score standards are set by each academic school to determine if credit will be awarded to undergraduate students.

College Level Examination Program (CLEP): assessments in various subject areas created by the College Board© and administered by colleges and universities in the United States. Minimum score standards are set by each academic school to determine if credit will be awarded to undergraduate students.

Hold: Prevents the release official grades and transcripts if a student has any outstanding obligations to the College such as loans, fines, judicial sanctions or the return/replacement of items such as books, tools, or equipment.
Procedure:

I. Undergraduate Student:
   A. Arranges for the testing agency to mail the official AP, IB and/or CLEP score reports to the Admissions Office.
   B. Prior to scheduling classes, ensures that all score reports have been evaluated to avoid repeating any coursework. Scores cannot be transferred in after the second week of classes for a course in which a student is currently enrolled.

II. Admissions Office:
   A. Documents receipt of official AP, IB and/or CLEP score reports.
      i. If no record exists for an undergraduate student, or the student is only in inquiry status, score reports are held in Admissions until an application is received.
      ii. If a record exists for an undergraduate student, score reports are forwarded to the Registrar’s Office for review.

III. Registrar’s Office:
   A. Upon receipt of AP, IB and/or CLEP score reports; appropriate credit to be awarded shall be determined and placed onto the official academic transcript.
   B. After credit is placed on the official academic transcript, the score reports are scanned to the educational record of the undergraduate student.
   C. Unofficial score reports will be processed, but a hold will be placed on the undergraduate student’s record preventing the student from scheduling classes for future semesters until the official documents are received.
   D. Notifies the student of the College’s evaluation.

IV. Academic Schools:
   A. Establish and periodically review the minimum scores for which credit will be awarded, communicating any changes to the Registrar’s Office.
Revision History:

Date: 03/2022  Removed reference to paper files.
Date: 08/2017  Modified language to clarify process; content reorganization;
               Added definition of Hold; updated cross reference list; defined
               that the policy applies only to undergraduate students.
Date: 03/2014  Defined Advanced Credit (AP) and College Level Examination
               Program (CLEP); added definitions; revised related procedure
               title
Date: 07/2011  Rearranged to three specific addressed groups (students,
               Admissions, academic schools); formatting changes.

Cross References:

Advanced Credit Policy, P 4.41
Advanced Credit: Competency Assessment Procedure, PR 4.41.01
Advanced Credit: Credit-by-Exam Procedure, PR 4.41.02
Advanced Credit: Credit for Work/Life Experience Procedure, PR 4.41.03
Withholding Grades, Diplomas and Records Policy, P 4.24