



## **ADVANCED PLACEMENT**

Advanced Placement refers to a college testing result that, once established criteria are met, allows first-semester freshmen, transfer students who have not attempted the next course in sequence at the former institution, and high school students enrolled in Dual Enrollment programs to receive college credits in certain English and mathematics courses without actually completing those courses. Such credit is contingent upon the submission of American College Testing (ACT) scores that (a) meet the College's criteria and (b) are no more than three years old. The student's highest relevant ACT scores will be considered.

Additionally, first-time freshman students are automatically considered for Advanced Placement credit if they enroll in the advanced course before the completion of thirty academic credits at Delgado. Transfer students who have not attempted the next course in sequence at the former institution must request Advanced Placement credit before the completion of thirty academic credits at Delgado. Dual Enrollment students must request Advanced Placement credit within the semester of enrollment in the higher level course.

The general policies concerning credit from non-traditional sources are applicable.

### ***Criteria for Advanced Placement:***

#### **English**

1. A student who has an ACT score in English of 25 or higher may receive Advanced Placement credit in ENGL 101 if he/she completes ENGL 102 with a grade of "C" or higher.

#### **Mathematics**

1. A student who has an ACT score in mathematics of 22-26 may receive Advanced Placement credit in MATH 120 if he/she completes MATH 128 or MATH130 with a grade of "C" or higher.
2. A student who has an ACT score in mathematics of at least 27 may receive Advanced Placement credit in MATH 130 if he/she completes MATH 131 with a grade of "C" or higher.

**APPLICATION FOR ADVANCED PLACEMENT**

***Credit Procedures:***

**NOTE:**       **The student requests that his/her ACT scores be sent to the Admissions Office as part of the admission process.**

**FIRST-TIME FRESHMAN STUDENTS**

BEFORE COMPLETING THIRTY ACADEMIC CREDITS AT DELGADO:

- STEP 1.       The student enrolls in the advanced course based on his/her ACT scores.
- STEP 2.       After final grades have been posted, the Office of the Registrar verifies that the student has completed the advanced course with a grade of “C” or higher. The credit for the by-passed course is recorded on the student’s academic record as a “P”. If the student does not complete the advanced course with a grade of “C” or higher, no by-pass credit is awarded; the student is no longer eligible to enroll in the advanced course without completing the course he/she originally attempted to by-pass through advanced placement.
- STEP 3.       Upon completion of the advanced course with a grade of “C” or higher, the student’s account is automatically assessed an Advanced Placement fee.

**TRANSFER STUDENTS WHO HAVE NOT ATTEMPTED  
THE NEXT COURSE IN THE SEQUENCE AT THE FORMER INSTITUTION**

BEFORE COMPLETING THIRTY ACADEMIC CREDITS AT DELGADO:

- STEP 1.       The student requests an [Application for Advanced Placement Credit \(Form 1432/002\)](#) from the Office of Advising and Testing at the student’s campus/site and completes Part 1.
- STEP 2.       The Advising and Testing staff verifies the student’s ACT scores and completes Part 2 of the application.
- STEP 3.       The student takes the application and fee to the Bursar’s Office, where the staff completes Part 3 and stamps the form “PAID.”
- STEP 4.       The student submits the application to the Office of the Registrar for verification that he/she is enrolled in the advanced course.
- STEP 5.       After final grades have been posted, the Office of the Registrar verifies that the student has completed the advanced course with a grade of “C” or higher. The credit for the by-passed course is recorded on the student’s academic record as a “P.” If the student does not complete the advanced course with a grade of “C” or higher, no by-pass credit is awarded, and “No Credit Awarded” is noted on the application.

### **DUAL ENROLLMENT STUDENTS ONLY**

- STEP 1. The student is enrolled in the advanced course after his/her advisor verifies the student's ACT score.
- STEP 2. After final grades have been posted, the Office of the Registrar verifies that the student has completed the advanced course with a grade of "C" or higher. The credit for the by-passed course is recorded on the student's academic record as a "P". If the student does not complete the advanced course with a grade of "C" or higher, no by-pass credit is awarded; the student is no longer eligible to enroll in the advanced course without completing the course he/she originally attempted to by-pass through advanced placement.
- STEP 3. Upon completion of the advanced course with a grade of "C" or higher, the student's account is automatically assessed an Advanced Placement fee.

### **COLLEGE BOARD ADVANCED PLACEMENT CREDIT**

Delgado Community College may grant non-traditional credit for College Board Advanced Placement Examinations, which are taken prior to the student's high school graduation.

The first-semester student who has taken a College Board AP Credit exam must have scored at least 3 to receive appropriate course credit. AP credit is subject to review by the Division Dean or representative of the course and approval by the Director of Advising and Testing. A student may not receive credit toward a degree solely on the basis of an Advanced Placement test score. The student must request that an original transcript from the College Board be sent to the Office of Advising and Testing for evaluation. College Board AP Credit scores are valid for three years from the original test date.

When AP credit is considered for placement purposes, the placement decision is made by the Department Head.

### **APPLICATION FOR COLLEGE BOARD AP**

#### *Credit Procedures:*

**NOTE:** The student must request that an original transcript from the College Board be sent to the Office of Advising and Testing for evaluation. AP credit scores are valid for only three years from the original test date.

The general policies concerning credit from non-traditional sources are applicable.

#### THE FIRST SEMESTER OF ENROLLMENT:

- STEP 1. The student requests an [Application for College Board AP Credit \(Form 1432/003\)](#) from the Office of Advising and Testing at the student's campus/site and completes Part 1.

- STEP 2. The Advising and Testing staff verifies the student's College Board AP scores and completes Part 2 of the application.
- STEP 3. The student takes the application and fee to the Bursar's Office, where the staff completes Part 3 and stamps the form "PAID."
- STEP 4. The student takes the application to the course Division Dean for approval.
- STEP 5. The student submits the completed application to the Registrar's Office for processing.

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***Cancellation:***

"Advanced Placement" as published in Academic Procedures Resource Guide, dated 2/21/08

***Review/Approval:***

Academic Affairs Council 10/31/13

Procedural Update Regarding College Board AP Credit Exam Score as per Spring 2013  
Academic and Admissions Standards Committee College Board Recommendation – Vice  
Chancellor for Academic Affairs 12/6/14

Procedural Update for Dual Enrollment and Math 118 Curricular Revision – Vice Chancellor for  
Academic Affairs and Vice Chancellor for Student Affairs Approval 7/23/14

Procedural Update for Dual Enrollment Steps – Vice Chancellor for Academic Affairs Approval  
8/4/16