Policy Name: Advanced Placement Guidelines

Policy Number: 6.5

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/23/2013

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Establishes the responsible department for reviewing placement programs and national examinations related to admissions to the university. Establishes the minimum required score for placement programs according to Texas Code requirements.

Reason for the addition, revision, or deletion (check all that apply):

- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: The Texas Code changed the established score for providing advance placement credit at the time of admission to the university; thus, that language was inserted and referenced. Added reference to form required to document advanced placement at the time of admission to the university.

Specific rationale for deletion of policy:

Additional Comments:
Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
Steve Bullard, Interim Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Advanced Placement Guidelines

Original Implementation: September 4, 1979
Last Revision: January 29, 2013, April 12, 2016

Stephen F. Austin State University (SFA) offers several options for students to earn college credit through placement programs and national examinations: the College Level Examination Program (CLEP), Advanced Placement Program (AP) of the College Board, International Baccalaureate (IB) Program, and SFA internal examinations.

The Office of Admissions is responsible for reviewing these placement programs and national examinations annually, and disseminating information about changes to the appropriate academic units.

To make revisions to course credit earned through AP, CLEP, and IB, academic units will submit recommendations through the dean to the Undergraduate Council’s Curriculum Committee. An academic unit proposing a score of more than 3 on a corresponding AP exam must submit a request to the provost justifying the need for a higher score. A request for a score higher than 3 must include evidence that a higher score is needed to indicate the student’s sufficient preparation for related, more advanced courses for which the lower-division course is a prerequisite.

Individual academic units may initiate an internal advanced placement program (i.e., a system that allows students to bypass certain courses). Academic units will submit requests via a memorandum to offer internal advanced placement programs through the dean of the college to the Undergraduate Council’s Curriculum Committee for approval. Academic units will update their advanced placement programs as part of the university's general bulletin revision process.


Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None; SFA Advanced Placement Justification

Board Committee Assignment: Academic and Student Affairs