

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3214**

**SUBJECT:** College Board Advanced Placement Credit

**REFERENCE:** Title 135, Legislative Rule, West Virginia Council for Community and Technical College Education, Series 15, *Acceptance of Advanced Placement Credit*.

**ORIGINATION:** September 13, 1993

**EFFECTIVE:** November 15, 2018

**REVIEWED:** March 2018

**SECTION 1. PURPOSE**

1.1 To establish college policy for granting of credit through the College Board Advanced Placement Program.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to the granting of all credit through the College Board Advanced Placement Program for all college locations.

**SECTION 3. DEFINITIONS**

3.1 Advanced Placement is a program of college level courses and exams through which students can acquire college credit while still in high school.

**SECTION 4. POLICY**

4.1 Southern West Virginia Community and Technical College recognizes the examinations of the College Board Advanced Placement Program. A high school student who participates in the Advanced Placement Program and wishes to have his/her examination scores evaluated for credit should have his/her official examination results sent to the Office of Admissions and Records.

4.2 Advanced Placement exams are prepared by the College Board and are graded by readers of the Educational Testing Service.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 The college requires a minimum score of three (3) for granting of credit through the Advanced Placement Program. No credit is granted for scores below three (3).

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The College’s list of Advanced Placement tests, required scores, course equivalents, and credit hours granted are reviewed on an annual basis and are maintained by the Central Office of the Council for Community and Technical College Education. The College’s list of Advanced Placement courses can be found at <http://www.wvctcs.org/>
- 7.2 Courses for which credit is granted shall be listed on the official transcript with (AP) following the official course title. Grades for these courses shall be listed as “CR” and shall not be calculated when determining grade point average. There is no fee for recording Advanced Placement Credit.

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

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**Board of Governors Chair                      Date**

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**President    Date**

**Attachments:**        None

**Distribution:**        Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:**    October 2013 - The list of Advanced Placement (AP) courses is reviewed annually. Maintaining the up-to-date list of courses in this policy is not practical as courses are subject to change on an annual basis. Therefore, the list of courses is removed from this policy and the policy now references the website where the course list can be found. This action eliminates the possibility of two potentially contradictory AP course lists.

March 2018 - After review, no revisions to the policy were recommended.