AP CREDIT EVALUATION

June 2012

OVERVIEW

- The AP articulation system that we have used in the past will not be available for use with incoming students.

- All AP credit will be processed using the new SIS.

- Rules established for test credits by the academic units are important…if you have changes that are required for the 2012-2013 academic year, please contact Doug Hausner ASAP.

HOW IT WORKS…

- RIT receives the test file from the College Board.
- Registrar's office will post all AP to the student record (based on department/college rules).
- Once posted, departments will review AP credit for their students.
- Required changes to posted credit will be sent to the Registrar's office via a *Revised Test Credit* form.

WE EXPECT THAT…

- On or around July 5th, departments will be able to access their first view of the AP credits awarded to students in their majors/plans

* Date subject to change; we will continue to communicate any changes via email.

STEP 1: TRANSFER EVALUATION REPORT

- Where do you find this in the new SIS?
  - Records & Enrollment ->
    Transfer Credit Evaluation ->
    Transfer Evaluation Report
- This page will only be used once - for your initial review.
- Will produce a .pdf report of all students in the specified program/plan who have reported scores for AP exams.
- Format of report is 1 page/student
- If in addition to AP credit a student has posted transfer credits, they will also print on this report.

STEP 2: REVIEW DATA

- Review each student report and check that the credits were posted according to your department rules.

- Any required changes should be identified on the *Revised Test Credit* form and submitted to the Registrar's office.

- Special attention should be paid to exams that may award duplicate credit (Math AB & Math BC) and other rules that you may have in place for students that take similar exams (Physics B & Physics C-EM or C-MCH)

STEP 3: VERIFY CORRECTIONS FOR STUDENTS

- If you send revisions to the registrar's office, you can verify that they have been processed using:
  - View Transfer Credit Report (from Advisor Center)
  OR
  - View Transfer Credit Summary

How can you be sure you have reviewed everything?

- Throughout the summer additional test scores continue to be received by RIT.
- The registrar's office will continue to post these credits as they arrive.
- REMINDER that the transfer evaluation report should **_not_** be re-used after the initial review.
- Welcome to QUERY!

STEP 4: QUERY ADDITIONAL TEST SCORES

- An on-demand public query has been created to assist you in identifying students who have new test scores.

- Query will allow you to pick up test scores that have been posted since "x" date.

- Anticipate that you will run this query weekly – but you could decide to run it more or less frequently.

- The query will provide users with the UID, name and program/plan of students who need to be reviewed.

STEP 5: REVIEW CREDIT FOR INDIVIDUAL STUDENTS

- Review credits that have been posted for the students identified in the query.
- Use either:
  - View Transfer Credit Report (from Advisor Center) OR
  - View Transfer Credit Summary
- Any required changes should be identified on the *Revised Test Credit* form and submitted to the Registrar's office.
- If you send revisions to the registrar's office, you can verify that they have been processed using one of the methods listed above.

ADDITIONAL INFORMATION

- Order of operations is important. AP credit needs to be posted *before* there is any enrollment for the student.

- Following the established rules should minimize the need for custom articulations.
  - History shows that less than 5% of all AP that has been posted @ RIT requires a custom articulation)

- Academic units must establish a business process to run the AP query throughout the year – the Registrar's office will continue to post credit as we receive the files.

- Users will be granted appropriate access in new SIS by July 5th. Because of Go Live 4, you may not be able to "test this out" ahead of time…

CHANGE OF PROGRAM

- For incoming students who work through admissions to change their program/plan during the summer…
  - Once the program/plan change is approved by admissions the registrar's office will un-post and repost the AP credit to the new program/plan. The new department will then review.
- For all other change of program/plan…
  - Be reminded that credit may NOT be removed.
  - It is feasible that credits could be sitting on the transcript that are not being used toward the students current program/plan.

5 STEPS TO EVALUATING AP CREDIT

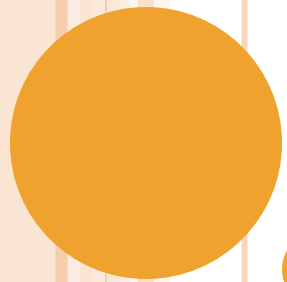STEP 1: Run the Transfer Evaluation Report

STEP 2: Review/Validate the posted credit

STEP 3: Verify requested revisions for students

STEP 4: Query additional test scores

STEP 5: Review/Evaluate credit for individual students

QUESTIONS?