

Guidelines to Request New Advanced Placement Credit, International Baccalaureate, and Cambridge International Equivalencies or Changes to Existing Credit Equivalencies

These guidelines are intended to supplement and support Policy No. 01.04.002, Advanced Placement, and Policy No. 01.04.019, Foreign Language Placement Tests, Exemption and Credit for Undergraduate Students.

I. Request. Clearly state the specific request for new Advancement Placement (AP), International Baccalaureate (IB), and Cambridge International credit or changes to existing AP, IB, and Cambridge International credit or equivalencies.

II. Factors. The following six factors should be addressed with the request. It is expected that each factor could be addressed in one page or less.

1. Rationale. What is the rationale for the proposed new AP, IB, or Cambridge International credit equivalency or changes to existing AP, IB, or Cambridge International credit equivalency? For example, has there been a recent change to the AP, IB, or Cambridge International curriculum, exam, or scoring procedure or have there been changes in best practices at peer institutions?
2. Content Comparison. Provide a comparison of the AP, IB, or Cambridge International curriculum and exam to the related UGA course content.
3. Peer Comparison. Provide a comparison and analysis of what USG-designated UGA peer institutions are doing for this AP, IB, or Cambridge International course. Comparisons to other non-USG designated UGA peers also may be added if rationale for their inclusion is included.
4. Student Impact. How many students would be affected by this proposal, if approved? Is this course required for a major, and if so, how many different majors require this course?
5. Student Progression and Graduation. Describe the anticipated effect of this proposal, if approved, on student progression and graduation? Also, how will this proposal, if approved, affect a student's ability to enroll in other minors, majors, dual degree programs, etc.?
6. Resources Needed. Describe the effect of this proposal, if approved, on departmental resources needed to support the new or changed AP, IB, or Cambridge International credit equivalency (e.g., new course sections, new faculty, other?). If new resources are needed, then describe where these resources will come from.

III. Endorsement. A signed letter of support from the Department Head(s) and Dean(s) must be included.

IV. Submission. All approved proposals should be submitted to the Office of the Registrar at currsys@uga.edu.

September 3, 2025