

MEMORANDUM

Date: April 21, 2018

TO: Suzanne Stokes
Program Coordinator

UTSA Academic Advisors

FROM: Barbara Smith *B. Smith*
Executive Director of Advising

Joleen Gould *JG*
Director of Testing Services

SUBJECT: Awarding AP Credit

Currently students are able to accept AP credit for courses online via ASAP however they are not able to accept the appropriate credit when there is the “or” option.

The current AP subject areas are set in ASAP to default for the students to accept credit as:

- AP World History with a 3 or better=HIS 2133
- AP Comparative Government/Comparative Politics=POL 2633
- AP Calculus AB with a 3 or better=MAT 1214
- AP Calculus BC with a 3 or better=MAT 1214

However, in these cases the students have a choice of utilizing the AP subject area for course “A” or course “B”. The AP subject areas with the “or” option are not available for the student to choose when they have already earned academic credit for one of the course options. They could have earned this academic credit via dual credit, transfer credit or completion of the course at UTSA. In these cases, students wanting their AP subject area course credit for the course they have not earned academic credit for must have this credit awarded manually as the system does not provide them with the option to choose their other course credit.

The process below will be followed to manually adjustment for the “or” option so the student may be awarded the appropriate course credit for their AP credit.

- The student’s assigned academic advisor will notify Suzanne Stokes, Program Coordinator, in Advising Administration regarding the request via email. The request will include the student name, student ID, and the course for which credit needs to be awarded.
- Suzanne will verify and award the credit.
- Suzanne will notify the academic advisor when the credit has been awarded.
- The assigned academic advisor will notify the student.

- AP World History with a 3 or better=**HIS 2123** or HIS 2133
- AP Comparative Government/Comparative Politics=**GLA 2633** or POL 2633
- AP Calculus AB with a 3 or better=**MAT 1193** or MAT 1214
- AP Calculus BC with a 3 or better=**MAT 1193** or MAT 1214

Please let me know if you have any additional questions or concerns.