US Course Credit Policy Checklist and Considerations

When creating a Cambridge policy, assemble a team or task force to evaluate and make initial recommendations, or use an existing committee if such exists. This team would include representation from both academic and student affairs/enrollment departments

⬈ **Discuss your goals in creating Cambridge policies (could be any or all of the below)**

- Identify/recruit new population of students
- Provide more options for advanced coursework recognition
- Establish parity with peer institutions

⬈ **Consider your existing policies for advanced placement courses and exams:**

- How will a Cambridge policy align?
- Should Cambridge be added to scholarship opportunities?
- Can Cambridge grades satisfy English proficiency requirements for international students?

⬈ **Set a timeline for the review process**

⬈ **Connect with your Cambridge Regional Manager to arrange a presentation or get additional information**

⬈ **Review Cambridge course and exam resources:**

- Syllabuses and resource materials from the Cambridge resource center
- Case studies from other colleges and research on student performance on Cambridge International AS & A Levels
- British/U.S. grading chart comparisons
- Recommendations for granting credit for Cambridge International AS Level (3-4 credits) and A Level (6-8 credits)

⬈ **Consider policy questions:**

- Will one minimum grade be used across all programs or will each department set a minimum?
- Can students earn more credit for higher scores on Cambridge International AS & A Levels?
- Will you emphasize general education or major courses vs. elective credits?
- Will credits extend to all students (major vs non-major)?
- Will you establish limitations on the number of credits earned across all sources (AP, IB, Cambridge, etc.)?

US Course Credit Policy Checklist and Considerations (continued)

↗ **Identify/crosswalk exams to equivalent courses and publish policies on your website**

↗ **Register your policy with Cambridge**

↗ **Establish a review cycle for policy/determine data collection and analysis needs**