

Registrar Services

Form for Notification of Advanced Placement Credits

Advanced Placement (AP) credit may be awarded for academic skills acquired outside of formal university-level coursework, e.g., through secondary education. AP credit is conditional on a demonstrated level of competence equivalent to a university-level course regularly offered at Jacobs University. Not all Jacobs University courses are eligible for AP; students should contact the relevant Instructor of Record and the Study Program Chair of the major in which the course is offered to ascertain whether AP credit may be earned for a particular course. **All AP applications must be submitted during the student's first semester at Jacobs University.** Students changing their major may, at the Student Records discretion, submit AP requests during the first semester after the change of major.

Faculty may request students applying for AP to pass a formal written examination lasting no more than ninety minutes, which should be offered during the first two weeks of classes. Alternatively, Faculty may consider internationally recognized standardized test results (for instance, British A Levels, the French baccalauréat, the German Abitur, College Board AP Exams, Higher Level International Baccalaureate Exams, etc.) as being equivalent to a Jacobs-administered formal examination. **Any such waiver of a written examination must be supported by both the Instructor of Record and the respective Study Program Chair.**

AP credits thus recognized by Jacobs University will be designated on the transcript as being Advanced Placement courses (AP). No grade will be shown, nor will any grade be included in the student's grade point average.

To be filled out by the student	
Personal Information	
Full name / Matriculation N°	/
Major	
Academic Advisor	
Course Information	
Please provide us with more information about the course that you wish to receive AP credits for.	
Course N° / Course name	/

To be filled out by the Course Instructor and Study Program Chair	
Basis for Evaluation	
Please give more information about what the AP credits are based on.	
The AP credits are based on	Written test
	Transcript analysis of secondary level coursework
Date of evaluation / examination	
Instructor's Confirmation & Signature	
"I hereby confirm that that the student named under Personal Information has successfully demonstrated competence qualifying her/him for Advanced Placement in the course listed above".	
Date	Name, Signature
Study Program Chair's Approval & Signature	
"I hereby approve that the student named under Personal Information should receive Advanced Placement Credits in the course listed above".	
Date	Name, Signature