

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 modules or module components are eligible for AP; students should contact the relevant Instructor of Record and the Study Program Chair of the major in which the module is offered to ascertain whether AP credit may be earned for a particular module or component. **AP forms** can be submitted throughout the study period but **are ideally handed in at the start of the 1st semester; a submission must take place within the drop/add period**, given that the recognition has to be refused if an examination procedure is already in progress (i.e. registration for the module has taken place) or a grade has already been achieved.

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 No°	/
Major	
Academic Advisor	
Module Information	
Please provide us with more information about the module that you wish to receive AP credits for.	
Module No° / Module name	/

To be filled out by the 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 module 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 module listed above".	
Date	Name, Signature