



Did you take advanced placement courses in high school? Or did you take a college course? If you want to have any college-level coursework considered for credit at Clarkson, you must let us know now, so the evaluation can be done and your fall course enrollment adjusted to reflect previous courses taken.

In some cases, advanced placement or transfer credit may not be appropriate or provide the best foundation for your anticipated field of study. If you have any questions about how your advanced study fits into your Clarkson major, contact your department chair for advice.

**The Credit Request Form, properly filled out and promptly submitted, will allow us to enroll you in the appropriate courses for fall!
No need to wait for your scores or transcripts.**

Advanced Placement Program of the College Board

If you have asked the College Board to send your scores to Clarkson, we will receive them automatically. If you did not make this request, it will be necessary for you to do so in order for us to award credit.

To receive credit you must:

1. **request credit** on the Credit Request Form and
2. receive a **score of 4** or better. Credit awards vary depending on the course taken and score earned. (There is no need to wait for the scores to send us the form.)

To get an idea of typical credit awarded, refer to the SAS website: <http://www.clarkson.edu/sas/> then “Registrar & Student Records” then “AP” (in the menu on the left).

Transfer Credit

This includes any course taken at a college, or under the auspices of a college, for which college credit is received. (If you used this coursework to qualify for an AP test, do not also request transfer credit.) If you request transfer credit, it is your responsibility to make certain that the following information is sent to Student Administrative Services (SAS), Box 5575, Potsdam, NY 13699-5575:

1. An official **transcript** (not a grade report) from the credit-granting college and
2. A copy of the **course description** from the catalog of the credit-granting college.

Submit the Credit Request Form by July 1, 2009

Clarkson University Advanced Placement Examinations

You may also earn advanced placement credit by taking a placement exam after you arrive on campus. Exams are available for these subjects:

- MA131, Calculus I
- CS 141, Introduction to Computer Science I

For details about the day, time, and place of the exams, and topics to be tested, check this web page: <http://www.clarkson.edu/math/undergrad/advanced.html> or request information by calling the Department of Mathematics and Computer Science at 315-268-2395.

Other credit issues

Much advanced placement credit comes into Clarkson as elective course credit. Only your advisor or department chair/executive officer can explain how it will fit into your curriculum. Advanced placement credit for English courses will not replace the required Clarkson Seminar, therefore will not affect the typical first semester schedule. Advanced placement credit for the non-calculus based physics (Physics B) will not replace PH131 and/or PH132 – courses required by many Clarkson majors. Credit awarded for these courses may fulfill elective requirements, but it is recommended that you confirm this with your advisor after you arrive on campus.

You cannot get credit twice for the same coursework. Therefore, if a college course prepared you for an AP exam, you will only get credit based on your AP score. Please do not also list the college course on the Credit Request Form.

Many of the more technical majors recommend that students take Calculus and Physics here, even if they qualify for advanced placement credit. Therefore, if you are in a major that requires MA131, AP or transfer credit for this course will require validation by satisfactory performance on the Calculus Readiness Test that you will be asked to complete this summer. If you decide during the summer to decline credit and take the course here at Clarkson, it is important to notify us; otherwise your class schedule will not be appropriate. You can check in PeopleSoft to see what credit has been awarded (View Transfer Credit Report). If appropriate, your fall schedule will be changed to reflect credit awarded; your class schedule will be in PeopleSoft in early August.

Submit the Credit Request Form by July 1, 2009 via [email](#) or mail to:

Student Administrative Services
Clarkson University
Box 5575
Potsdam, NY 13699-5575

This form should be completed and returned by this date, *even if you do not have your scores*. This will help us move quickly once we receive the scores. If you change your mind about your request, just email us at the email address above.