



US Course Credit Policy Checklist and Considerations

When creating a Cambridge International 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 International 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 International policy align?
 - Should Cambridge International be added to scholarship opportunities?
 - Can Cambridge International grades satisfy English proficiency requirements for international students?
- Set a timeline for the review process
- Connect with your Cambridge International Regional Manager to arrange a presentation or get additional information
- Review Cambridge International 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 International, etc.)?
- Identify/crosswalk exams to equivalent courses and publish policies on your website
- Register your policy with Cambridge International
- Establish a review cycle for policy/determine data collection and analysis needs

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