



SUNY Empire Prague guidelines for credit evaluation

IB DIPLOMAS

Students who obtained the IB diploma are eligible for a minimum of **18 credits in transfer**.

Students who did not obtain the IB diploma (completed individual classes, but not the entire degree) are eligible for transfer credit awarded in the following manner:

- HL (higher-level) exams – are normally given 3 credits for **scores of 4 and above**. Students can take no more than 3 HL exams.
- SL (standard-level) exams are evaluated by ACE and appropriate credit will be awarded for each exam

Based on individual assessment, students may be eligible for a maximum of 30 semester credits for both HL and SL exams.

A LEVELS

A-Level subjects passed by British university-bound students represent the equivalent of one full-year, introductory level courses. Thus, **6 credits per A-Level pass** are awarded.

GCE AS Level courses are equivalent to the first half of the GCE A Level, thus **3 credits** will be awarded.

A level courses that earned a grade of **A to E** are considered for transfer.

A copy of the original certificate must be sent to SUNY Empire Prague office from

Cambridge International Examinations

1 Hills Road

Cambridge

CB1 2EU

United Kingdom

<http://www.cie.org.uk>

Email: international@ucles.org.uk

Phone: 01223 553554

Fax: 01223 553558

AP CREDITS

Students seeking credit for AP exams should submit official documentation from the Advanced Placement Program directly to the SUNY Empire Prague office. A high school transcript showing completion of an Advanced Placement course is NOT acceptable for SUNY Empire State University credit.

To get the official documentation, students can go to

<http://www.collegeboard.org/ap/students>

Or write: *Advanced Placement Program*
 The College Board
 45 Columbus Avenue
 New York, N.Y. 10023

CZECH ACCREDITED UNIVERSITIES

Have official transcripts from Czech universities sent directly to UNYP. There is no need for duplicate transcripts. All transfer credits will be reflected on the UNYP transcript.

Credits accepted for transfer on the UNYP transcript will be sent to SUNY Empire for evaluation. The same process is used for credits completed in approved exchange semesters with UNYP partners.

U.S. REGIONALLY ACCREDITED INSTITUTIONS

Official transcripts should be sent directly **from the institution** both to UNYP and SUNY Empire Prague office.

Canadian universities that are accredited by the Association of Universities and Colleges of Canada (AUCC) or the Canadian Colleges of Applied Arts and Technology (CAAT) do not require external evaluation. Official transcripts should be sent **directly from the institution** to both UNYP and SUNY Empire Prague office.

NON-U.S. UNIVERSITIES, NON-CZECH ACCREDITED UNIVERSITIES

External evaluation by a member organization of the National Association of Credential Evaluation Services ([NACES](#)) is required.

Students should apply to one of the evaluation services (e.g. WES, ECE, AES) and order **two copies**: one sent to UNYP and one sent directly to SUNY Empire Prague office.

SOPHIA LEARNING

It may be possible to transfer credits earned through [Sophia Learning](#), based on the [ACE National Guide](#) evaluation. The official transcript must be sent to the SUNY Empire Prague office directly from Sophia. Transcripts issued to students will not be accepted.