**CREDIT EVALUATION/WAIVER EXAMINATION REQUEST**

Use this form to:
- transfer credit from another college or university
- take a waiver examination
- have AP, IB or CLEP credits considered for course waiver

Date: ____________________

First Name: ____________________ Last Name: ____________________

Student ID (if known): ___________ - _______ - ___________

Phone Number: ( ) ___________ Email Address: ____________________

When submitting this form to the Administration office, be sure to include copies of transcripts, as well as course descriptions and/or course calendars for the courses you would like to have evaluated.

<table>
<thead>
<tr>
<th>DigiPen course ID (e.g. CS 100, PHY 400)</th>
<th>Action Requested: Transfer/Waiver</th>
<th>Name of institute</th>
<th>Course ID</th>
<th>Description</th>
<th>Grade obtained</th>
<th>Date course taken</th>
<th>Reviewer Initials</th>
<th>Approve? Y/N</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
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</table>

You will be notified via email as to the results of this request.

I have read and understand DigiPen’s Waiver, Credit, and Advanced Placement Examinations Policies and Procedures on the back of this form.

Signature: ____________________________________________

Office use only

Date received: ____________________ Date Student notified: ____________________

Received by: ____________________ Credits Awarded: ____________________

Reviewed by Registrar's Office: ____________________

Forwarded to Department: ____________________
### Table: Advanced Placement Examinations, College Credit Equivalents

<table>
<thead>
<tr>
<th>AP Subject</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Biology</td>
<td>4</td>
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<tr>
<td>Calculus</td>
<td>4</td>
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<tr>
<td>Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>English Literature</td>
<td>4</td>
</tr>
<tr>
<td>Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

*Note: These equivalencies may vary depending on the institution.*

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**Table Notes:***
- Credits are granted for successful completion of AP exams.
- Check with your college for specific credit requirements.
- Some colleges may require a minimum score on AP exams for credit.

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**Course Labels:***
- AP: Advanced Placement
- IB: International Baccalaureate
- AICE: Additional International Certificate of Education

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**International Baccalaureate:***
- IB is a program of the International Baccalaureate Organization (IBO) based in Geneva, Switzerland.
- It is a pre-university program offered to students aged 16 to 19.
- The program aims to develop students who have strong values, are ethical, and are committed to learning, understanding cultural diversity, and achieving personal development.

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**Advanced Placement:***
- AP courses are college-level courses offered by high schools to students in grades 11 and 12.
- Students can take AP exams in May, and if they score high enough, they can earn college credit.

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**Other Credit:***
- This option includes credit earned from other sources, such as dual enrollment programs or transfer credits from other colleges.
- Check with your institution for specific details on how these credits are accepted.