



Memorandum: New AP Course Development

External Project Sponsors seeking consideration of potential new AP courses and exams must submit a proposal package containing each of the following elements:

- **The course.** Each AP course must be based on, and equivalent to, a standard college course in a discipline. Items needed:
 - A description of the standard, commonly offered college course upon which the proposed AP course will be modeled, with a focus on the knowledge, skills, and abilities developed in the course and descriptions of the ways this course produces in students such knowledge, skills, and abilities. In addition, the description should specify the prerequisite knowledge, skills, and abilities required for success in the course.
 - Ten or more sample syllabi representing a range of higher education institutions (large public; liberal arts; Ivy League; HBCU/HIS; etc.); these syllabi should demonstrate that there is a degree of consistency across colleges and universities in what is taught and learned in this course and how the proposed AP course aligns with college-level expectations.
 - A description of sequent course into which students earning AP credit would receive placement, typically the next course in the sequence following the standard, introductory college course.
 - A description of the difference between the current high school course, if applicable, and the proposed course. Additionally, a description of the type of professional development that would be needed for high school AP teachers to address the gaps or additional knowledge skills.
- **College credit.** Indicate (by including letters of attestation and a summary) how many and which college and university academic departments in the United States agree to provide credit in this discipline if an AP assessment was created. For a new AP course proposal to be given consideration, a minimum of 100 colleges and universities should attest to their desire for an exam that would allow high school students to place out of that course in college. Attestations must come from the list of colleges that typically receive the largest number of AP scores, or a representative group of colleges that offer a related program in the discipline.
- **Demand.** Indicate (by inclusion of letters) how many high schools in the United States offer an advanced or honors course in this discipline, and how many will agree to offer this proposed AP course in the first year that it is available. Letters should include the number of students currently enrolled in an advanced or honors course in the proposed subject and an estimate of the number of high school students who would take the AP course and assessment in its first year of availability. The list should include representation across the country

and be sufficient to lead to a sustainable offering. Note: Most proposals include letters of attestation from 250 or more schools, with a total number of students for all attesting schools to be no fewer than 6000.

- **Funding.** Indicate by letters of support from any organization willing to provide funding for the development of the course. Please note the typical development cost of an AP course can range from 5-10 million dollars.

Process Overview Steps

1. Project Sponsor must notify AP Program designee John Williamson (jwilliamson@collegeboard.org) in writing that a new AP course and exam proposal are being developed.
2. Project Sponsor submits the above proposal package to the AP Program designee for review.
3. The AP Program will schedule a follow-up discussion with the proposal sponsor and other interested constituents within 90 days of receipt of the new AP course and exam proposal.
4. At the meeting, a determination will be made at: a) further data or information is needed (i.e. within the scope of the requested information); b) that the data do not warrant the development of a new AP course and exam; or c) that the proposal should move forward to the AP Leadership Team for a “go forward” decision.
5. If a “go forward” decision is reached by the AP Leadership Team, the proposal will be submitted to the College Board’s Board of Trustees for their recommendation.
6. If the Board of Trustees approves the proposal, the College Board’s AP Program leadership will determine when new course development and validation can begin and/or if external funding sources must be identified to support the cost of new course development.

*Note that new course and exam launch typically requires a 5-year developmental timeline once approval to develop has been obtained.

Contacts

For questions related to proposal submission or requirements related to the course, please contact John Williamson at email jwilliamson@collegeboard.org.

For inquiries related to college credit, demand or funding, please contact Maureen Reyes at mreyes@collegeboard.org.