AACC

Office of Instructional Pathways & Partnerships - Secondary
LUDL 202 / 101 College Pkwy / Arnold, MD 21012
http://www.aacc.edu/earn-college-credits-while-in-high-school/

REQUEST FOR PROFICIENCY CREDIT- FALL AND FULL YEAR

Policies and Procedures

Policies

- Grade earned on proficiency assessment is recorded on the student's academic transcript at Anne Arundel Community College (AACC) as *Proficiency Credit*. Proficiency grades are part of the student's permanent record. Grades lower than a C are not recorded on the student transcript (unless otherwise agreed upon in Agreement).
- Proficiency assessment may only be taken one time per eligible course.
- A maximum of 15 academic credits may be earned through proficiency assessments, including Proficiency Credit and Credit by Departmental Examination.
- Transferability of Proficiency Credit to other institutions varies. Check with your transfer institution for its policy.

Procedures

1. **By October 1 -Student completes an online AACC Application for Admission (unless you are a current AACC student)** http://www.aacc.edu/about/administrative-offices/admissions/ →Learn How to Apply.
2. **By October 1 - Student completes *Request for Proficiency Credit* form (one form for each AACC course). Be sure the form is signed, dated, and all information is correct and complete.**
3. **By October 25 - Student returns the completed and signed *Request for Proficiency Credit* form to their program teacher** who will complete the Proficiency Assessment Information and Teacher Recommendation sections.
4. Program teacher will inform student of the assessment time and location. All assessments/assessment documentation must be completed/submitted to AACC by June 1, unless otherwise specified in Proficiency Agreement.
5. Students who wish to request testing accommodations for AACC proficiency assessments, **including students who have an existing IEP or 504 plan, must follow AACC's Disability Support Services (DSS) procedures**, including meeting with DSS. Visit aacc.edu and search "Disability Support Services" to schedule your appointment as early as possible to complete DSS procedures and determine accommodations.

By my signature below, I:

- certify I have read and understand the information set forth above;
- give AACC's designated college officials permission to share (orally or in writing) my proficiency grade information with my high school counselor/school official; and
- authorize AACC to send my grade information to AACPS/my high school counselor/school official at the end of the term.

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

Student Information

Please Print Clearly:

AACPS Student ID: _____

AACC Student ID: _____

Student Name: _____

Street Address: _____

City,State,Zip: _____

Birth Month: _____ **Day:** _____

Home High School: _____

Also at CAT-N? Circle Y / N **Also at CAT-S? Circle Y / N**

HS Graduation Year- Circle one 2027 2028 2029 2030

CTE Program Name: _____

Proficiency Assessment Information

Student MUST have authorized High School or Technical Center teacher complete the following:

AACC Course Title: _____

AACC Department/Course # _____

Credits: _____

(ONE COURSE PER APPLICATION)

Teacher Recommendation

As program teacher, I have reviewed this application and I verify that all of the information is complete and accurate. Initials: _____

As program teacher, I verify that this student has completed their AACC application and set up their MyMail account. Initials: _____

I recommend the aforementioned student for Proficiency Credit and confirm student is enrolled in the high school course(s) required by the agreement. If the student does not pass the courses included in the Proficiency Credit Agreement, they are not eligible to take the proficiency assessment nor earn proficiency credits. I will notify AACC's Early College Programs Office prior to the AACC assessment of any students who are not passing the required AACPS course(s).

_____ _____ _____
Printed Teacher Name/Title *Teacher Signature* *Date*

AACPS Program Teacher – **By October 31 -** email completed forms to: Amy Bannerman (abannerman@aacc.edu)

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, at 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books, or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination, or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu, or Maryland Relay 711.

Updated 6/29/26 SBE