



Office of Instructional Pathways & Partnerships - Secondary

2020-2021

LUDL 202 / 101 College Pkwy / Arnold, MD 21012

<http://www.aacc.edu/earn-college-credits-while-in-high-school/>

REQUEST FOR PROFICIENCY CREDIT

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 student's permanent record. Grades lower than a C are not recorded on the student transcript.
- Proficiency assessment may only be taken one time per eligible course.
- A maximum of 15 academic credits may be earned through credit by proficiency assessments, which include 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. **October 15th** - Complete 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. **October 15th** - Complete this *Request for Proficiency Credit* form (one form for each AACC course). Be sure the form is signed, dated and all information is correct.
3. Email the completed *Request for Proficiency Credit* form to your program pathway teacher via email who will complete the Proficiency Assessment Information and Teacher Recommendation sections.
4. Your program pathway teacher will inform you of the assessment time and location. All assessments/assessment documentation must be completed/submitted by June 1, 2021.
5. If you have a documented disability and want to request testing accommodations for your proficiency assessment, please contact **AACC Disability Support Services (DSS)** at dss@aacc.edu to schedule an appointment. You will need to meet with a DSS college representative at least two weeks prior to the scheduled assessment.

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
- if requested, authorize AACC to send my transcript at the end of the term to my high school counselor/school official.

Student Signature

Date

Parent/Guardian Signature (if student is under 18 yrs. of age)

Date

Student Information (to be completed by student)

Please Print Clearly:

AACC Student ID: _____

Student Name

Mailing Address

City, State, Zip

Date of Birth (month & day)

High School

Graduation Date

High School Program of Study

Proficiency Assessment Information

(to be completed by AACPS program teacher)

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

AACC Proficiency Credit Course Title
(ONE APPLICATION PER COURSE)

Teacher Recommendation (to be completed by AACPS program teacher)

I recommend the aforementioned student for Proficiency Credit and confirm student has/will complete the aligned high school coursework prior to taking assessment.

Student has completed online AACC application: YES _____ NO _____

Printed Teacher Name/Title

Teacher Signature

Date

AACPS Program Pathway Teacher – **By October 30, 2020**, send completed forms to: jwilson49@aacc.edu

Judith Wilson, Coordinator – Instructional Pathways & Partnerships – Secondary,
Anne Arundel Community College