



## 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

#### 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. **November 15<sup>th</sup> - 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. **November 15<sup>th</sup> - 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. **Return the completed and signed Request for Proficiency Credit form to your program pathway teacher** 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, 2023.
  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](mailto: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
  - 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

**Please Print Clearly:**

**AACC Student ID:** \_\_\_\_\_

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Date of Birth (MM/DD) only**

\_\_\_\_\_  
**Comprehensive High School (school where course is being taken)**

\_\_\_\_\_  
**Graduation Date**

\_\_\_\_\_  
**High School Program of Study**

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

\_\_\_\_\_  
**AACC Proficiency Credit Course Title**

\_\_\_\_\_  
**AACC Department**

\_\_\_\_\_  
**Course Number**

\_\_\_\_\_  
**Credits**

(ONE COURSE PER APPLICATION)

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 December 1, 2022, send completed forms to:**

**Michelle Harper, Office Associate – Instructional Pathways & Partnerships – Secondary, Anne Arundel Community College, LUDL 202, Arnold, MD 21012**