REQUEST FOR PROFICIENCY CREDIT

Policies and Procedures	Student Information

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 MOU).
- 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. *October 1 - 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 1 - 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 and complete.**

3. **By October 25 - Return the completed and signed *Request for Proficiency Credit* form to your program teacher** who will complete the Proficiency Assessment Information and Teacher Recommendation sections.

4. Your program teacher will inform you of the assessment time and location. All assessments/assessment documentation must be completed/submitted to AACC by June 1, unless otherwise specified in Proficiency MOU.

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 must meet with a DSS college representative at least two weeks before 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 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   2025   2026   2027   2028

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

I have personally reviewed this application and I verify that all of the information is complete and accurate. Initals: _____

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 has/will complete the aligned high school coursework prior to taking assessment. If the student is unlikely to complete the required coursework, I will notify AACC's Instructional Pathways and Partnerships Office prior to the AACC assessment.

_____   _____   _____

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

AACPS Program Teacher – **By October 31 -** email completed forms to: Melanie Coleman (emcoleman1@aacc.edu)