



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 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

- 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 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 - 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. 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. Students who wish to request testing accommodations for AACC proficiency assessments, including accommodations for students who have an existing IEP or 504 plan, must follow AACC's Disability Support Services (DSS) procedures, including meeting with DSS as early as possible to establish accommodation. Visit aacc.edu and search Disability Support Services to schedule your appointment.
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 2026 2027 2028 2029

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. Initials: \_\_\_\_\_

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: Sara Eger (sbeger@aacc.edu)