



# 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.
- 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.
- 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.
- 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.
- 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](http://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: Melanie Coleman (emcoleman1@aacc.edu)