

# Procedure Manual



<b>Title: Program Acceleration</b>	<b>Number:</b> A6Hx2-4.11
<b>Policy Number:</b> 6Hx2-4.11	<b>Page:</b> 1 of 6

Pursuant to F.S. 1007.27, Broward College provides opportunities for program acceleration through several means. Students can obtain general information regarding accelerated mechanisms (nationally and internationally recognized programs through which students can earn college-level credit) from College Policy 6Hx2-4.11, the College Catalog, College website, and related publications/materials.

Accelerated mechanisms offered by the College include:

- Advanced Placement (AP)
- Cambridge AICE (British AS-Level and A-Level)
- College-Level Examination Program (CLEP)
- DANTES Subject Standardized Tests (DSST) Examination Program
- Dual Enrollment/Early Admission
- Excelsior College Examinations
- International Baccalaureate (IB) Diploma Program
- Military Training and/or Experience
- Prior Learning Assessment (Experiential Learning Assessment)

To receive credit through accelerated mechanisms, students must:

- apply to and be admitted to Broward College
- provide acceptable, certified scores (if applicable) to the College Registrar's Office
- pay any appropriate fees as per College Policy 6Hx2-6.13

If all requirements are met, credit will appear on the student's transcript.

For more information on each accelerated mechanism please see the subsections below.

## ADVANCED PLACEMENT (AP)

Broward College participates in the Advanced Placement (AP) examination program offered through the College Board. AP exams are taken after students complete the corresponding AP course at their high school. Students earning a score of 3, 4, or 5 on the exam(s) are eligible to earn Broward College credit. Students are awarded credit only; grades are not given for AP courses, and AP credits are not included in the calculation of grade point averages (GPA). Score reports are sent to the College on behalf of the student by the College Board. Broward College only accepts official score reports from the College Board; a candidate's copy is not acceptable. The Registrar's Office receives and processes score reports and all qualifying credits are awarded on the student's transcript. Information about AP exams can be found at <https://apstudent.collegeboard.org/exploreap>. For current information on how Broward College awards credit, visit <http://www.broward.edu/academics/cpl/Pages/advanced-placement.aspx>.

<b>Recommending Officer's Signature</b> <i>Auis Proctor, Ed.D</i>	<b>Date:</b> 05/23/17	<b>President's Signature</b> <i>J. David Anthony J.</i>	<b>Date:</b> 05/23/17
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## Procedure Manual



<b>Title: Program Acceleration</b>	<b>Number:</b> A6Hx2-4.11
<b>Policy Number:</b> 6Hx2-4.11	<b>Page:</b> 2 of 6

### CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge International AS and A Level examinations test students' knowledge at the college-level and are accepted by universities worldwide. Information about the program, including course syllabi, can be found at <http://www.cie.org.uk/countries/usa>. Results are sent to the College on behalf of the student by Cambridge International Examinations. Broward College only accepts official results; a candidate's copy is not acceptable. The Registrar's Office receives and processes results and all qualifying credits are awarded on the student's transcript. Students may receive up to 30 credit hours at Broward College for passing these examinations. For the most current information on how Broward College awards credit visit <http://www.broward.edu/academics/cpl/Pages/cambridge-aice.aspx>.

### COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The CLEP allows students to obtain credit for what they already know by earning satisfactory scores on exams. The passing score on CLEP exams is 50. CLEP exams are offered at Broward College testing centers. Interested students should register to take the CLEP exam through the College Board, pay the CLEP fee, and obtain an admissions ticket. More information about CLEP, including recent test information guides, can be found at <https://clep.collegeboard.org/started>. Students must make an appointment to take a CLEP exam at a testing center. To take the exam, students must pay the administrative fee, present their admissions ticket, and show valid photo ID. Score reports are sent to the College on behalf of the student by the College Board. Broward College only accepts official score reports from the College Board; a candidate's copy is not acceptable. The Registrar's Office receives and processes score reports and all qualifying credits are awarded on the student's transcript. For the most current information on how Broward College awards credit visit <http://www.broward.edu/academics/cpl/Pages/clep-exams.aspx>. CLEP exams are offered free of charge to qualified military personnel and their spouses. For more information on CLEP for military visit <https://clep.collegeboard.org/military>.

### DANTES SUBJECT STANDARDIZED TESTS (DSST) EXAMINATION PROGRAM

DSST are designed to test students' knowledge on a variety of college-level subjects, regardless of where the material may have been learned. Exams are developed by national committees of college faculty. More information about the DSST, including descriptions of test content and sample examination questions, is available at <http://www.getcollegecredit.com>. Official transcripts/score reports must be sent to Broward College on behalf of the student; a candidate's copy is not acceptable. The Registrar's Office receives and processes transcripts/score reports and all qualifying credits are awarded on the student's transcript. For the most current information on how Broward College awards credit visit <http://www.broward.edu/academics/cpl/Pages/DSST.aspx>.

<b>Recommending Officer's Signature</b> <i>Avis Proctor, Ed.D</i>	<b>Date:</b> 05/23/17	<b>President's Signature</b> <i>J. David Anthony Jr.</i>	<b>Date:</b> 05/23/17
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# Procedure Manual



<b>Title: Program Acceleration</b>	<b>Number:</b> A6Hx2-4.11
<b>Policy Number:</b> 6Hx2-4.11	<b>Page:</b> 3 of 6

## DUAL ENROLLMENT/EARLY ADMISSION OF HIGH SCHOOL STUDENTS

High school students who have demonstrated superior ability in their course work may be admitted to the College through the dual enrollment program to pursue college-level courses consistent with State Board of Education Rule 6A-14.064 and Florida Statute 1007.271.

1. **Dual Enrollment.** Secondary students are eligible to enroll in the dual enrollment program if they have an unweighted high school GPA of at least 3.0 (does not apply to home education students), qualifying SAT, ACT, or PERT scores, and the written recommendation of their principal, school counselor and their parent(s) or guardian. Dual enrollment students attend high school and Broward College during the same term(s). Interested students should meet with their school counselor to determine whether eligibility requirements have been met and to complete the admissions and course selection process. Paperwork must be submitted to school counselors by designated deadline dates.

2. **Early Admission.** Secondary students entering their last year of secondary school are eligible to enroll in the early admission program if they have an unweighted high school GPA of at least 3.0 (does not apply to home education students), qualifying SAT, ACT or PERT scores, and the written recommendation of their principal, school counselor and their parent(s) or guardian. Students in the early admission program must enroll in at least 12 credits during the two major terms (fall and spring) for a total of at least 24 credit hours per academic year. Students must maintain an overall college GPA of at least 2.0. The 24 or more credits earned at the College will be applied to the student’s high school diploma. Interested students should meet with their school counselor to determine whether eligibility requirements have been met and to complete the admissions and course selection process. Paperwork must be submitted to school counselors by designated deadline dates.

**Home Education.** Secondary home education students, who are registered with the School Board of Broward County (SBBC), may enroll in the dual enrollment or early admission program if they have qualifying SAT, ACT or PERT scores, and written approval from the SBBC Home Education Office.

**College Academy at Broward College.** SBBC students enroll full-time in the College Academy during their junior and senior years of high school and receive a high school diploma from the SBBC and an Associate in Arts (A.A.) degree from Broward College. College Academy students are subject to additional eligibility criteria as published by the College Academy. For more information please visit <http://collegeacademy.browardschools.com>.

**Continuing eligibility requirements.** To continue in the program, SBBC students must maintain a 3.0 unweighted high school GPA, a 2.0 Broward College GPA, and earn a grade of “C” or better in each college-level course. Early admission and College Academy students who receive a “D” or “F” grade may only be allowed to continue in the program if approved by the school counselor and if the student still meets the other eligibility requirements. SBBC students may only repeat a course in which a “D” or “F” was received for grade forgiveness after graduation from high school, if the student applies to Broward College and registers for the

<b>Recommending Officer’s Signature</b> <i>Avis Proctor, Ed.D</i>	<b>Date:</b> 05/23/17	<b>President’s Signature</b> <i>J. David Anthony J.</i>	<b>Date:</b> 05/23/17
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## Procedure Manual



<b>Title: Program Acceleration</b>	<b>Number:</b> A6Hx2-4.11
<b>Policy Number:</b> 6Hx2-4.11	<b>Page:</b> 4 of 6

course(s) to be repeated. In addition, SBBC students may only repeat a course in which a “W” or “WN” was received after graduation from high school.

For the most current information on dual enrollment and early admission, please visit <http://www.broward.edu/dual>.

### EXCELSIOR COLLEGE EXAMINATIONS

Excelsior College Examinations (UEXCEL), are developed by Excelsior College using committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual college courses. Excelsior College Examinations are approved by the American Council on Education and Excelsior College is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations can be found at <http://www.excelsior.edu/exams>. For the most current information on how Broward College awards credit please visit <http://www.broward.edu/academics/cpl/Pages/Excelsior.aspx>.

### INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAM

Postsecondary credit for student participation in the International Baccalaureate Diploma program shall be limited to students who earn a minimum of 4, on a 7 point scale, on an individual subject examination. Students are awarded credit only. Grades are not given for IB courses, and IB credits are not included in the calculation of grade point averages. Total credit hours awarded may not exceed 30 for any one student. In order to award credit, Broward College requires an official score report; a candidate’s copy is not acceptable. More information about the IB program is available at <http://www.ibo.org>. For the most current information on how Broward College awards credit please visit <http://www.broward.edu/academics/cpl/Pages/international-baccalaureate.aspx>.

### MILITARY TRAINING AND/OR EXPERIENCE

Upon request from students who are currently enrolled in degree or certificate programs, Broward College will conduct an evaluation of educational experiences in the armed forces and award postsecondary-level credit at the freshman and/or sophomore levels, when appropriate. The evaluation procedure will be comprised of two types of military experiences. TYPE I will be the evaluation of military courses listed in the *Guide to the Evaluation of Educational Experiences in the Armed Services*, American Council on Education (<http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>). TYPE II will be the evaluation of other military training and experiences by Prior Learning Assessment (see subsequent section). Students will be responsible for obtaining and providing authentic records that fully document educational experiences in the armed services. The College official responsible for the award of academic credit must be satisfied that the documents are official and represent a true and correct record of military courses or experiences that are presented for evaluation.

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# Procedure Manual



<b>Title: Program Acceleration</b>	<b>Number:</b> A6Hx2-4.11
<b>Policy Number:</b> 6Hx2-4.11	<b>Page:</b> 5 of 6

TYPE I experiences, will be administered by the Registrar's Office. The Registrar will receive and evaluate petitions for military courses in the same manner as other incoming transfer credit. Students will provide appropriate evidence of successful completion of courses and sufficient course descriptions to identify specific courses in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Only courses equivalent to lower division college courses and those that are appropriate for credit in an academic program offered by Broward College will be considered. Such courses, when possible, will be classified as equivalent to a specific Broward College course and will be assigned a corresponding common course number. Other credits that cannot be equated to a specific course will be described as electives in the discipline area and may be used as substitutes for Broward College courses only when authorized by the appropriate academic department.

TYPE II military training and experiences will be processed through Prior Learning Assessment upon request by the student or upon referral of unidentifiable military courses by the College Registrar. Assessments will be conducted by the academic department responsible for the discipline area. All credits awarded for TYPE II will be classified and given corresponding Broward College course numbers.

## **PRIOR LEARNING ASSESSMENT (EXPERIENTIAL LEARNING ASSESSMENT)**

Credit for demonstration of knowledge acquired through previous training, work experience, volunteer work, or intensive self-directed study shall be granted by academic departments responsible for assessing the course competencies. Assessment methods include: certificate or license evaluation; written, oral, or performance exams; portfolio and/or resume evaluations; clinical or on-site evaluations; or a combination of methods. The assessment process may also be referred to as "challenging a course." Students may only challenge courses that are NOT available through CLEP.

Qualified personnel, usually an academic advisor, shall review with the student his/her background to determine which courses, if any, may be challenged. If eligible, the student will be provided with assessment information, including assessment type, cut-off points for objective exams, recommendations of resources for review, course objectives, and guidelines for portfolio development. The student will be referred to appropriate academic departments for assessment administration, after the student has paid the assessment fee. To be granted credit for a course, the student must receive satisfactory scores (i.e. regular standards for a passing grade) on all components of the assessment. Credit awarded through the Prior Learning Assessment/Experiential Learning Assessment process will be identified as such on the student's transcript by the Registrar's Office. Per Article 5.45 of the Collective Bargaining Agreement, "Guided Independent Study Pay, Internship and Experiential Learning," faculty administering assessments outside of their regular working hours will be paid their hourly rate by rank.

Additional accelerated mechanisms offered by the College through articulation agreements include:

- High School And Technical College Articulation Agreements
- Industry Certifications

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# Procedure Manual



<b>Title: Program Acceleration</b>	<b>Number:</b> A6Hx2-4.11
<b>Policy Number:</b> 6Hx2-4.11	<b>Page:</b> 6 of 6

To receive credit through articulation agreements, students must:

- apply to and be admitted to Broward College
- provide certificate of completion or industry certification to the Career and Technical Education Articulation Specialist
- pay any appropriate fees as per College Policy 6Hx2-6.13

If all requirements are met, credits will be awarded on the student's transcript by the Registrar's Office.

For more information on types of articulation agreements please see the subsections below.

## HIGH SCHOOL AND TECHNICAL COLLEGE ARTICULATION AGREEMENTS

Broward College has specific agreements with Broward County Public Schools which may include a comprehensive assessment to validate required technical competencies. The number of credits awarded and the type of assessment are outlined in the technical education articulation agreements. Credit will be awarded once the student has been accepted to Broward College and enrolled in a program of study. Students are eligible to receive credit for up to two years after high school/technical college graduation, unless the program manager waives the time limitation. For the most current information on how Broward College awards credit and specific articulation agreements please visit <http://www.broward.edu/academics/cpl/Pages/High-School.aspx> and <http://www.broward.edu/academics/cpl/Pages/technical-college.aspx>.

## INDUSTRY CERTIFICATIONS

Students who earn an industry certification may receive college credit. The number of credits awarded are outlined in the Statewide Career and Technical Education Articulation Agreements (<http://www.fl DOE.org/academics/career-adult-edu/career-technical-edu-agreements>) and individual agreements between Broward College and Broward County Public Schools. Credits will be awarded once the student has been accepted to Broward College and enrolled in a program of study. Students are eligible to receive credit for up to three years after receiving their industry certification, unless the program manager waives the time limitation. For the most current information on how Broward College awards credit and specific certifications please visit <http://www.broward.edu/academics/cpl/Pages/Industry-Certifications.aspx>.

<b>Recommending Officer's Signature</b> <i>Avis Proctor, Ed.D</i>	<b>Date:</b> 05/23/17	<b>President's Signature</b> <i>J. David Anthony J.</i>	<b>Date:</b> 05/23/17
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