

Procedure Manual



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Per Florida State Statute 1007.27, Florida Administrative Code Rule 6A-10.024, 6A-10.02412, and 6A-10.02413, Broward College provides opportunities for program acceleration through several means. Students can obtain general information regarding accelerated mechanisms from the College Catalog, College website, and related publications/materials. Twenty-five percent of the credits required for a degree must be earned through instruction at Broward College.

Accelerated Mechanism Categories Offered by the College

- Credit-by-Exam
- Competency Requirement Options
- Dual Enrollment/Early Admissions
- Prior Learning
- Armed Forces Educational Experience
- Articulation Agreements
- Transfer Credit

To receive credit or competence through accelerated mechanisms, students must:

- Apply to and be admitted to Broward College in a credit bearing program.
- Provide official score report(s) (if applicable) to the College Registrar's Office.
- Pay any appropriate fees per College Policy 6Ax2-6.13.
- Meet the College's in-residence requirement.

If all requirements are met, credit and/or competence will appear on the student's transcript. Credit and/or competence is awarded by the Registrar's Office based on established guidelines.

Credit-by-Exam

Broward College accepts numerous recognized standardized exam options as defined in the Articulation Coordinating Committee's Credit-by-Exam Equivalencies document found on the Florida Department of Education (FDOE) Articulation website at www.fldoe.org/policy/articulation/. Transfer of credit up to forty-five (45) credits is guaranteed provided that the credit was awarded in accordance with State Board of Education Articulation Coordinating Committee recommended minimum scores, course equivalents, and maximum amount of credit to be transferred with no letter grades or points assigned. Credit by examination may not duplicate ordinary credit, dual enrollment credit, or other credits earned through examination. A list of current Broward College credit-by-exam equivalencies can be found at www.broward.edu/cpl.

Competency Requirement Options

Broward College adheres to applicable Florida State Statutes and Florida Administrative Code Rules relating to competency requirements.

- Foreign Language Competence
 - For students initially entering a Florida College System institution or state university in 2014-2015 and thereafter, Florida State Statute 1007.262 and Florida Administrative Code Rule 6A-

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10.02412 require students who are seeking an associate in arts or a bachelor's degree to demonstrate foreign language competence. Students may meet this requirement using one of the following options: high school courses, Broward College courses, Credit-by-Exam, Equivalency Exam, Non-English Diploma or Higher Credential, Completion of EAP Program, Postsecondary Credits from a Non-English Speaking Institution. For further information, visit www.broward.edu/foreignlanguage.

- Civic Literacy Competency
 - Per Florida State Statute 1007.262 and Florida Administrative Code Rule 6A-10.02413, students seeking an associate in arts or bachelor's degree are required to demonstrate civic literacy competence. Students may meet the requirement using one of the following options: (1) successfully passing either POS 2041 National Government or AMH 2020 History of the United States Since 1877, **or** (2) by achieving the standard score on one of the following assessments: AP Government and Politics: United States; AP United States History; or CLEP: American Government. For further information, visit www.broward.edu/CivicLiteracy.
- Computer Literacy Competency
 - Every degree seeking student must fulfill the computer literacy requirement. It is recommended that the student fulfill this requirement within the first 15 credit hours of enrollment.
 - Students may meet the requirement using one of the following options: 1) Successfully completing the CGS1060C course, 2) Passing computer competency test, 3) meet the requirements through Articulation Agreement or Prior Learning Assessment. For further information, visit www.broward.edu/cpl.

Dual Enrollment and Early Admission of High School Students

High school students who have demonstrated superior ability by excelling in their course work may be admitted to the College under a dual enrollment plan to pursue college-level courses consistent with State Board of Education Regulations relevant to high school attendance and graduation requirements.

1. **Dual Enrollment.** High school students who have completed 11 credits prior to the Fall term and 13.5 credits prior to the Spring term may be admitted if they have earned an overall high school grade point average of at least 3.0 on a 4.0 scale, appropriate common placement test scores according to Florida Administrative Code Rule 6A-10.0315, and have obtained the written recommendation of their high school principal and/or guidance director as well as their parent(s) (or guardian). Dual enrollment students attend high school and Broward College during the same term or terms. Exceptions to these criteria may be submitted for consideration by the Academic Standards Committee.
2. **Early Admission.** High school students who are entering the last year of high school, have an overall high school grade point average of at least 3.0 on a 4.0 scale, appropriate common placement test scores according to Florida Administrative Code Rule 6A-10.0315, and have obtained the written recommendation of their high school principal and/or guidance director, and parent(s) (or guardian) may be admitted to the early admission program. Fulfillment of the early admission option is contingent upon the successful completion of 24 semester hours of credit with an overall grade point

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average of at least 2.0 for two consecutive terms. The high school then confers a high school diploma recognizing graduation based upon (or including) the 24 credits earned at the College. Students cannot use college prep courses to meet high school graduation requirements. Exceptions to these criteria may be submitted for consideration by the Academic Standards Committee.


Students enrolled in the above program acceleration options must, upon graduation from high school, provide Broward College with final high school transcripts. If they desire to continue at Broward College, they must file a re-entry application to change their admissions status and to establish their educational goals.

Prior Learning

Granting of credit for college-level learning resulting from previous training or experience shall be certified by the appropriate academic department and forwarded to the Office of Institutional Planning and Effectiveness, which shall review and forward the approved documentation to the College Registrar.

Granting of Prior Learning credit shall be implemented as follows:

- A. Credit for prior experience-based learning, work experience, volunteer work, employment-related training programs, or intensive self-directed study, shall be granted by individual academic departments based on their assessment of the competencies of a student requesting credit. Each academic department, college-wide, shall be responsible for determining precisely which courses shall be assessed and what methods of assessment shall be utilized for each course. The assessment process is sometimes referred to as "challenging a course." This information is available to students via the Broward College website at <http://www.broward.edu/academics/cpl/Pages/prior-learning-assessment-pla.aspx>.
- B. The Academic Associate Dean responsible for the course(s) that the student wishes to challenge shall review with the student his/her background to determine what assessments, if any, will be appropriate. The Associate Dean may refer the student to a faculty member for a preliminary evaluation if there is some question as to the appropriateness of the assessment. The faculty member shall be responsible for providing the student with information regarding the assessment, including type of assessment, cut-off points for objective exams, textbooks recommended for review, objectives for specific courses and guidelines for portfolio development.
- C. Once it has been determined for which courses the student will receive an assessment, the student must pay an assessment fee to be collected by the College cashier. The amount of fee shall be determined by the method of assessment (See Policy 6Hx2-6.13). The methods of assessment are:
 1. Certificate or License Evaluation
 2. Written, Oral or Performance Exams
 3. Portfolio Evaluations
 4. Clinical or On-Site Evaluations
 5. Combination of Methods


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- D. To be granted credit, the student must receive satisfactory scores (i.e. regular standards for a passing grade) on all tests required for assessment for a course for which credit is being requested.
- E. The individual conducting the assessment has the right to approve, disapprove, or conditionally approve credit based on set standards for a passing grade. Conditional approval implies that the student will be required to provide additional evidence of competency. The academic department has the right to allow or deny a student to repeat part or all of an assessment.
- F. The individual conducting the assessment outside of normal duty hours will be compensated pursuant to Article 5.45 of the *Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida Broward College Chapter*.
- G. Per Florida Administrative Code Rule 6A-10.024, 25 percent of the credits required for a degree must be earned through instruction at Broward College.
- H. Once the faculty has completed the assessment, they complete a transmittal form and submit it to the Office of Institutional Planning and Effectiveness.
- I. Credit awarded through the Prior Learning assessment process will be identified as such on the student's transcript.

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Armed Forces Education Experiences

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 credits at the freshman and/or sophomore levels when appropriate. The evaluation procedure will be comprised of two categories of military experiences.

TYPE I will be the evaluation of military courses listed in the *Guide to the Evaluation of Educational Experience in the Armed Forces*, American Council on Education. The Registrar will receive and evaluate petitions for military courses in the same manner as other incoming transfer credits. TYPE II will be the evaluation of other military training and experiences by the Prior Learning Assessment Department or its designee. The standard fee for the assessment of prior learning will be applied to TYPE II evaluations.

- A. The evaluation of military courses, TYPE I experiences, will be administered by the Registrar. Students will provide appropriate evidence of successful completion of courses and sufficient course descriptions to identify specific courses in the appropriate volume of the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Only courses equivalent to lower division college courses and only courses that are appropriate for credits 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 substitute for Broward College courses only when authorized by the appropriate academic department.
- B. TYPE II military training and experiences will be processed by the Prior Learning Assessment Department or its designee upon request by the student or upon referral of unidentifiable military courses by the College Registrar. Evaluations will be conducted by the academic department responsible for the discipline area. All credits awarded for TYPE II prior learning will be classified and given corresponding Broward College course numbers. Upon approval by the Prior Learning Assessment Department or its designee and upon payment of special fees by the student, the Office of the Registrar will record such credits on the appropriate academic records.
- C. Students will be responsible for obtaining and providing authentic records that fully document educational experiences in the armed forces. The College official responsible for the award of academic credits must be satisfied that the documents are official and represent a true and correct record of the military courses or experiences that are presented for evaluation.
- D. Special forms may be prepared by the Office of the Registrar to facilitate the administration of the evaluation process.
- E. Per Florida Administrative Code Rule 6A-10.024, 25% of the credits required for a degree must be earned through instruction at Broward College.

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- F. Students may appeal the evaluation and award of credits for Type II military training and experiences in the armed forces by fully explaining the basis for reconsideration in writing to the College Provost/Senior Vice President for Academics and Student Success, who will consult with appropriate faculty before making the final decision.

Articulation Agreements

Broward College adheres to applicable Florida State Statute 1007.23, Florida Administrative Code Rule 6A-10.024, and State Board of Education approved Statewide Career and Technical Education Articulation Agreements.

- Statewide Articulation Agreements are intended to be a minimum guarantee of articulated credit and do not preclude Broward College from granting additional credit based on local and inter-institutional agreements. For further information, visit www.broward.edu/cpl.

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