

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 to complete a degree must be earned through instruction at Broward College as per College Policy 6Hx2-5.34.

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
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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 6Hx2-6.13.
- Meet the College's 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-exam 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. Credit-by-exam score transcripts must be sent officially to Broward College from the exam vendor and are evaluated by the College Registrar's office.

Competency Requirements

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

- Foreign Language

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- Digital Literacy
 - Every degree seeking student must fulfill the digital 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: successful completion of the CGS1060C course or a specific course or set of courses identified within designated associate of science degree programs, pass an approved non-course credit digital literacy test, or meet the requirements through other credit for prior learning options.
 - For further information, visit : https://www.broward.edu/admissions/testing/competency_requirements.html

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.** Eligible public, charter, and private school students in grades 6-12 may be admitted if they have earned an overall high school grade point average of at least 3.0 on a 4.0 scale, achieved appropriate common placement test scores according to Florida Administrative Code Rule 6A-10.0315, and have obtained the written recommendation of their school counselor as well as their parent(s) (or guardian). Dual enrollment students attend their school and Broward College during the same semester or semesters. Homeschooled students in grades 6 – 12 may be admitted if they have earned appropriate common placement test scores according to the Florida Administrative Code Rule 6A-10.0315 and are registered and in compliance with the Home Education Office with Broward County Public Schools.
2. **Early Admission.** High school senior students who 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 school counselor and parent(s) (or guardian) may be admitted to the early admission program. Home school senior students may be admitted if they have earned appropriate common placement test scores according to the Florida Administrative Code Rule 6A-10.0315 and are registered and in compliance with the Home Education Office with Broward County Public Schools. Fulfillment of the early admission option is contingent upon the successful completion of 24 semester hours of credit (12 credits each in fall and spring term) with an overall grade point average of at least 2.0 for two consecutive terms.

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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 update their application to change their admissions status and to establish their educational goals.

Prior Learning Assessment (PLA)

Currently enrolled Broward College students are eligible to earn PLA credits. Eligibility requires no prior attempt of the course(s) being challenged for PLA. PLA credit(s) is only awarded when it applies to the student's program of study. Students are eligible to receive credit for prior learning by demonstrating, describing, or documenting relevant knowledge gained from experiential learning and equating that knowledge to approved college credit courses. Qualified faculty assess all forms of experiential learning to determine applicability and proficiency of the equivalent college course content. 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.

Prior Learning Assessment (PLA) credit shall be awarded as follows:

The Student:

- Demonstrates skill, knowledge, or competency acquired through work-based learning, work experience, volunteering, employment-related training programs, intensive self-directed study, or other forms of knowledge acquired outside the classroom by submitting documentation to be assessed by faculty in the applicable discipline area. Assessments may vary by academic discipline and may include, but are not limited to, artifacts such as portfolios, essays, standardized assessment instruments, locally developed assessment instruments, resumes, documents, work experience, etc.
- Completes the appropriate request form available via the Broward College website at www.broward.edu/cpl.
- Pays a non-refundable assessment fee of \$30 per credit hour (see Policy 6Hx2-6.13).
- Submits all documentation and receives satisfactory scores (i.e., regular standards for a passing grade) on all forms of assessment for which course credit is being requested.

Information about Prior Learning Assessment is available for students via the Broward College website at www.broward.edu/cpl.

The Office of Credit for Prior Learning:

- Maintains approved PLA courses.
- Confirms with the instructional department on current preliminary evaluation and appropriate assessment of current and new courses on an annual basis.
- Maintains records of all Intra-Institutional agreements.

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- Submits approved courses through the College’s “contract” approval system.
- Prescreens students’ documents and verifies employment skills.
- Communicates with students about the process.
- Collaborates with faculty to assess students.
- Requests credit through the Office of Registrar.
- Maintains records of students’ documents and approved forms.
- Vets the Intra-Institutional agreement through Broward College’s internal legal process.

The College:


Faculty, Pathway Deans, and Administration

- Reviews the list of courses for which faculty have already approved prior learning assessment.
- Identifies and approves additional course(s) for prior learning assessment and the appropriate types(s) of assessment.
- Provides the Office of Credit for Prior Learning with information regarding the appropriate types of assessments, passing scores, items recommended for exam review, and guidelines for portfolio development.
- Collaborates with the Office of Credit for Prior Learning on courses that have curriculum changes.
- Contacts the student once the Office of Credit for Prior Learning has prescreened and verified employment skills.
- Approves, disapproves, or conditionally approves 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 of all of an assessment.
- Completes the approved form stating whether student passed or failed, assessment and/or rubric form, and submits it to the Office of Credit for Prior Learning.
- Submits approved form to the Office of Registrar, upon confirmation of successful completion of an assessment, the College Registrar will apply experiential credit," on the student’s official transcript.

Articulation Agreements

Florida Statewide 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 intra and inter-institutional agreements.

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Intra and Inter-Institutional Articulation Agreements:

Intra-Institutional Articulation Agreements are agreements created across departments and disciplines at the college to recognize learning outside of a college credit course. Inter-Institutional Agreements are agreements that recognize learning taking place at another institution.

The Office of Credit for Prior Learning:

- Creates the Intra or Inter-Institutional Articulation Agreement using the appropriate standard template.
- Coordinates with external entities, Deans, Associate Deans, and faculty to establish Intra or Inter-Institutional Articulation Agreements.
- Maintains records of all Intra and Inter-Institutional Articulation Agreements.
- Submits an approval form for processing to Office of Registrar.
- Maintains students records for approved awarding of college credit.
- Vets Intra and Inter-Institutional Articulation Agreements through Broward College's internal legal process.


The College Faculty, Pathway Dean, Associate Dean, and Vice Provost of Academic Affairs:

- A Pathway Dean and/or an Associate Dean identifies full-time faculty who may choose to serve as the Subject Matter Expert (SME). A full-time faculty member can only serve as a SME faculty sponsor on a volunteer basis.
- Faculty SME collaborates with the Office of Credit for Prior Learning to establish Intra-Institutional Agreement Agreements as it applies to learning outside of college credit course (i.e., Continuing Education (CE), Educator Preparation Institute (EPI), English for Academic Purpose (EAP) etc.), allowing students to accelerate entry and completion in an academic program by earning credits for Broward College continuing education coursework.
 - Determines course equivalency and establishes a course(s) crosswalk.
 - Determines the validation mechanism for the awarding of college credit.
- Faculty SME, Pathway Dean, Associate Dean, and Vice Provost of Academic Affairs collaborate with the Office of Credit for Prior Learning to establish Inter-Institutional Articulation Agreements allowing students to accelerate entry and completion in an academic program by earning credits for coursework completed at another institution.
 - Determines equivalency and establishes a course crosswalk aligning college credit.
 - Determines the validation mechanism for the awarding of college credit.

The Student:

Currently enrolled Broward College degree-seeking students are eligible to earn articulation credit. Students will be responsible for obtaining and providing authentic records that fully document education or licensures.

- Must complete appropriate request form available via Broward College website, www.broward.edu.cpl.
- Must be enrolled in the correct program of study based on the agreement.


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- Must meet all assessment, validation mechanism, admission requirements as per agreement.
- 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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