

## ADMINISTRATIVE PROCEDURES

<b>Title: STUDENT ACCELERATION MECHANISMS</b>	<b>Identification:</b>	<b>5.01</b>
	<b>Page:</b>	<b>1 of 4</b>
	<b>Effective Date:</b>	<b>7/10/01</b>
<b>Authority:</b> SBE 6A-14.0262; 6A-14.031; 6A-10.024; 6A-10.0313; 6A-1.095 FS 240.319; 240.115; 240.107 HCC Rule 6HX-10-3.011	<b>Signature/Approval:</b>	    <b>Gwendolyn W. Stephenson</b>

### PURPOSE

This procedure outlines available acceleration mechanisms for students who demonstrate competency in certain courses.

### PROCEDURE

The following acceleration mechanisms are available for students who demonstrate knowledge and ability in certain academic courses. Except for dual enrollment and early admissions, students will receive a "satisfactory" grade for these acceleration mechanisms, with no letter grade or grade points assigned.

#### 1. ADVANCED PLACEMENT

High school students may receive credit for courses completed in the National High School Advanced Placement Program (AP), on the basis of College Board AP scores of three (3), four (4) and five (5) on any of the examinations in the program, with no letter grades or grade points assigned. The following guidelines apply to the AP Program:

- A. Students will be required to take the College Board AP examinations at their respective high schools prior to graduation from the high school.
- B. The College will specify the course(s) for which the credit was awarded.
- C. College Board AP credit that duplicates CLEP credit will not be awarded or accepted in transfer.
- D. Students will not receive advanced placement credit for courses taken as regular college courses.

#### 2. DUAL ENROLLMENT

- A. Qualified high school students can get a head start on their college education by taking college courses on their own high school campuses or by taking courses at HCC locations.

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- B. Credits for these courses, which are taught by teachers who are certified to instruct at the college level, will be applied toward BOTH a high school diploma and to a two-year degree at HCC.
- C. Credits may also be transferred through HCC to any university in the Florida State University System or to out-of-state institutions.
- D. The State Articulation Coordinating Committee will determine the courses that will be offered.
- E. Students in the dual enrollment programs are exempt from the payment of registration, matriculation, and laboratory fees.
- F. Students in this program are not required to pay the application fee when applying for the dual enrollment program or upon subsequent enrollment at the College.

### 3. **EARLY ADMISSIONS**

- A. Early admission is a form of dual enrollment whereby qualified high school students may apply to attend HCC as full-time students.
- B. Students in the Early Admission Program are exempt from the payment of registration, matriculation, and laboratory fees.
- C. Students in this program are not required to pay the application fee when applying for the Early Admission Program or upon subsequent enrollment at the College.

### 4. **INTERNATIONAL BACCALAUREATE DEGREE**

A student may receive college credit for courses completed in the International Baccalaureate (IB) Diploma Program taken while in high school based upon the grades (scores) earned on the IB examinations.

- A. The College will specify the courses for which the credit is awarded.
- B. Students will not receive HCC credit for IB courses that duplicate regular college courses or credit that was awarded through other assessment programs. (i.e., AP, CLEP, credit-by-examination, etc.)

### 5. **COLLEGE LEVEL EXAMINATION PROGRAM**

The College Level Examination Program (CLEP) enables students to demonstrate their achievements through testing and receive credit. The following guidelines apply to CLEP:

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- A. Students may elect to take a CLEP examination either before or after they are enrolled/admitted to Hillsborough Community College.
- B. Students who are enrolled in or have completed a course are not eligible for CLEP credit in the same course.
- C. Students who have withdrawn from a course may take a CLEP general or subject examination for that course.
- D. The College will specify the courses and scores for which credit will be awarded.
- E. The credit earned from a CLEP general or subject examination will not be counted as a part of the 25 percent of credit hours that must be earned in residence at HCC.
- F. Credit for general examinations in English taken after September 1, 1979 shall be transferred only for scores determined by successful completion of both the objective and the essay portions of the examination.

### 6. **DANTES and PEP**

HCC will award credit for the DANTES and PEP examinations recommended by the Florida Department of Education at the scores recommended by the Florida DOE. HCC will determine the courses for which credit will be awarded.

### 7. **CREDIT BY EXAMINATION**

Students admitted to Hillsborough Community College may elect to take an examination to receive credit in certain courses. The clusters will determine which courses will be given credit by examination, and they will create the exams for those courses. The following guidelines apply to Credit-by-Examination:

- A. An examination may be taken on the published Credit-by-Examination test dates.
- B. A student who is currently enrolled in a course will not be eligible to receive Credit-by-Examination for that course.
- C. A student may not receive Credit-by-Examination for a lower level course after earning credit for a higher level course.
- D. A student who has completed a course will be eligible to repeat credit through the Credit-by-Examination assessment only for a course in which a grade of "D" or "F" was earned. A repeat will be treated in accordance with the College's repeat policy.

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- E. Credit awarded by an examination will become part of the student's permanent record and the grade will be calculated as a part of the cumulative grade point average.
- F. A student may repeat a Credit-by-Examination assessment for the same course one time.

### 8. **CERTIFIED PROFESSIONAL SECRETARY**

Students who have passed the Certified Professional Secretary Examination and earned the designation "CPS" will receive twelve (12) semester hours of credit.

### 9. **EXPERIENTIAL CREDIT**

Students may apply to receive experiential credit for work experience from one of the following areas:

- A. licensed practical nurse;
- B. radiography;
- C. paramedic;
- D. TECO Controls Analyst Program;
- E. TECO Field Engineering Program;
- F. TECO Lineman Training Program;
- G. TECO Plant Electrician;
- H. TECO Substation Electrician Program.

HCC will determine how much experiential credit will be awarded.

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**History:** Formerly 3.406