

According to Virginia Community College System policy, dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore high school/home-schooled students who are able to demonstrate readiness for college-level coursework.

Because the enrollment of freshman and sophomore students is considered exceptional, each freshman and sophomore student will be treated on a case-by-case basis and will require formal approval by the college president or his designee as well as the college's Dean of Student Services or the Dual Enrollment Coordinator. Other conditions, as deemed appropriate by the president or the dean, may also apply.

All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements, and address all other college admission criteria.

Home-schooled students must provide a copy of a home-school agreement approved by the school district, or a letter declaring home-school for religion exemption. Documentation of parental permission is required for all dual enrollment students.

Please be advised that course content will not be altered to be age appropriate for younger students.

### Steps Required for Approval

1. Student applies for admission to the college. All sections of the application must be completed, including the Application for Virginia In-State Tuition.
2. Student obtains the Request for Special Admissions Form (available at <http://www.virginiawestern.edu/admissions/forms.php>).
3. Placement testing is required prior to receiving college enrollment approvals. For information about placement testing, visit <https://www.virginiawestern.edu/services/testing/placement.php>.
4. The student must complete Part I of the Request for Special Circumstance Admission form. The principal and guidance counselor or the home-school parent or teacher (religious exemption only) must complete Part II.
5. If home-schooled, the student must submit a copy of the home-school agreement approved by the school district, or a letter declaring home-school for religious exemption.
6. **Important Note:** If a parent/home school teacher will be registering the student for classes and picking up the schedule for the student, the student's authorization is required through a completed Release of Information.
7. The Dual Enrollment Coordinator or Dean of Student Services must sign the approval in Part III.
8. The college president or his designee must sign the approval in Part IV.
9. If the enrollment has been approved, the student must register for classes in the Admissions Office.

**REQUEST FOR SPECIAL CIRCUMSTANCE  
ENROLLMENT FORM FOR 9<sup>th</sup> and 10<sup>th</sup> Grade Students**

**PART I (STUDENT COMPLETES)**

I, \_\_\_\_\_, VWCC Student ID \_\_\_\_\_, a \_\_\_\_\_ grade student at \_\_\_\_\_ High School, request approval to enroll in the dual enrollment courses offered at my high school or in VWCC campus courses. The courses are noted in Part II. My current age is \_\_\_\_\_. I understand I may not enroll in more than 18 college credits during the fall or spring semesters and no more than 12 credits during the summer semester (across colleges) as a dual enrollment student.

**CHECK FOLLOWING:**

- The classes are taught at the high school for dual enrollment
- I request permission to enroll in VWCC courses taught on campus or on-line
- I will also be registering for \_\_\_\_\_ college credits at \_\_\_\_\_ in addition to the courses requested in Part II.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Students must complete a FERPA release form found at <https://virginiawestern.edu/forms/index.php#dual> before information can be released to parents.*

**PART II (Principal & Guidance Counselor or Home-School Teacher/Parent Completes)**

Use this section to recommend the student's enrollment at Virginia Western Community College. Your recommendation indicates that the student is prepared for these courses. In addition to your recommendation, students must meet all admissions requirements and established course prerequisites.

Will the student receive HS credit for this class?	Course (i.e. ENG 111-17)	5 Digit Section Number (if on campus)	Term F – Fall S – Spring U Summer	Meeting Days	Meeting Time
Yes or No					
Yes or No					
Yes or No					

**Authorized By:**

\_\_\_\_\_  
*Guidance Counselor* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*High School Principal* \_\_\_\_\_  
*Date*

***This student is home schooled. A copy of the Home School Agreement or religious exemption documentation is attached with this form and enrollment in the courses noted above are authorized by:***

\_\_\_\_\_  
*Home Schooled Parent or Teacher* \_\_\_\_\_  
*Date*

**PART III**

Successfully Completed Placement Test?    Yes     No

**Authorized By:**

\_\_\_\_\_  
*Dean of Student Services/ Dual Enrollment Coordinator* \_\_\_\_\_  
*Date*

**PART IV**

\_\_\_\_\_  
*Date* \_\_\_\_\_  
*College President / Designee*