

## Concurrent Enrollment Exception to Policy Petition

**PLEASE USE BLACK INK.**

**Read and complete all sections and the Exception to Policy Petition Guidelines and Expectations. Incomplete petitions will not be considered.**

<b>Section 1. Identifying information:</b>					
Student Name _____		Student/Tech ID(if known) _____			
Last	First	MI			
Address _____					
Street	City			State	ZIP
Day Phone (_____) _____		Email _____		Term/Year under Review _____	
<small>(Example: Fall, 20XX)</small>					

<b>Section 2. Type of petition, please check all that apply:</b>	
<input type="checkbox"/> Does not meet Concurrent Enrollment admissions criteria <ul style="list-style-type: none"> <li>• Juniors: Top 3<sup>rd</sup> of Class rank, 3.5 GPA, or at 70% on nationally standardized test</li> <li>• Seniors: Top Half of Class rank, 3.0 GPA, or at 50% on nationally standardized test</li> </ul>	<input type="checkbox"/> Students in 10 <sup>th</sup> grade who want to enroll in a Concurrent enrollment course. Must minimally be in top 10% of class or at 90% on nationally standardized test (please attach documentation which shows rank/test score)

<b>Section 3. Reason for Petition:</b>
<p>Attach a <b>typed and signed explanation</b> as to the reason for the petition and any supporting evidence. Supporting evidence could be Accuplacer test scores, letter of recommendation from instructor/counselor/teacher, letter from student indicating understanding of increased responsibility and rigor of Concurrent Enrollment courses.</p>

### GUIDELINES AND EXPECTATIONS

Petitions will be considered in accordance with the guidelines and expectations listed below. Please **initial** each expectation below and sign the certification at the bottom to indicate your understanding of each expectation. Allow **two weeks** for processing. Result of petitions will be emailed to you.

- \_\_\_\_\_ A. I understand that my petition must be submitted in a **timely manner**. Any delay in submitting my petition may result in the denial of my petition.
- \_\_\_\_\_ B. I understand that approval of my petition is **not guaranteed**.
- \_\_\_\_\_ C. I understand that I **can** submit accuplacer results if I do not meet Concurrent Enrollment admissions criteria. I understand that I do use one testing opportunity. Testing into college level does not guarantee acceptance, it is only part of what is considered for an Exception to Policy.
- \_\_\_\_\_ D. I understand **all sections (1-3)** of my petition must be **filled out accurately, legibly, and completely**.
- \_\_\_\_\_ E. I understand that if I am approved, I may be under a probationary semester in which I must remain in Good Academic Standing with the college to continue. If I fail to meet the terms, I understand that I will not be allowed to continue for a second semester.

By initialing statements above, and signing below, I understand and accept full responsibility for meeting the expectations as outlined above. My petition is complete, accurate and fully documented.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Petition Result:**    Approved    Approved with Conditions (see below for conditions)    Denied

Effective Date:
Comments:

**Approved with Conditions:** If this box was checked in the Petition Result section above, the student will be on probation during their first term in the Concurrent Enrollment program. During their first term, the student must meet both of the following conditions to remain on Good Academic Standing and remain in the Concurrent Enrollment program.

- ✓ Student must maintain a 2.0 GPA during their first term in the Concurrent Enrollment program
- ✓ Student must complete 67% of the classes that they enroll in during their first term. (If a student withdraws or fails a course, that would be considered not completing a course)

The student’s academic standing will be evaluated following their first semester. If a student is not on Good Academic Standing at that time, they will not be allowed to enroll in Concurrent Enrollment courses for the following semester. If a student is on Good Academic Standing at the end of the semester, they will not have any restrictions on their Concurrent Enrollment registration for the following semester.

Copy to:    Student    College File    Records

Admissions Signature \_\_\_\_\_ Date \_\_\_\_\_