

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 appropriate academic school dean. 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**

**PART I (STUDENT COMPLETES)**

I, \_\_\_\_\_, Student ID \_\_\_\_\_, a student at \_\_\_\_\_ School, request approval to enroll in the courses noted in Part II at Virginia Western Community College. I understand I may not enroll in more than 18 credits during the fall or spring semesters and more than 12 credits during the summer semester (across colleges) as a dual enrollment student. My current grade level is \_\_\_\_\_ and my current age is \_\_\_\_\_.

**CHECK ONE OF THE FOLLOWING:**

- I certify that I am not taking courses through any other college concurrently with these Virginia Western courses.  
 I will be taking courses through another college in addition to the courses requested in Part II.

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

**If the parent 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 form (available at <http://www.virginiawestern.edu/services/records/forms.php>).**

**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.

DUAL CREDIT?	SUBJECT	COURSE NUMBER	COURSE TITLE
Yes or No			
Yes or No			
Yes or No			
Yes or No			

If the student is home-schooled, copy of Home-School Agreement or religious exemption documentation submitted?

Yes  No

**Authorized By:**

\_\_\_\_\_  
Guidance Counselor (If Home School leave blank) Date \_\_\_\_\_

\_\_\_\_\_  
Principal / Home School Teacher / Parent Signature Date \_\_\_\_\_

**PART III**

Successfully Completed Placement Test? Yes  No

**Authorized By:**

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

**PART IV**

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

