

**REQUEST FOR SPECIAL  
CIRCUMSTANCE ADMISSION**

Enrollment Center • 3094 Colonial Ave • Roanoke, VA 24015  
email: [enroll@virginiawestern.edu](mailto:enroll@virginiawestern.edu) / Fax: 540-857-6163

According to Virginia Community College System policy, dual enrollment coursework is restricted to high school juniors and seniors. Exceptions for admission 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.

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 permissions is required for all dual enrollment students.

Enrollment of freshman and sophomore level students will also require the approval of the appropriate school dean. Other conditions, as deemed appropriate by the president and/or dean, may also apply.

For classes offered on campus, the content of the course 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 from the Virginia Western Enrollment Center).
3. Placement testing is required before enrolling in courses. For more information, please visit our website at <http://www.virginiawestern.edu/services/ltc/placement.php>.
4. The student must complete Part 1 of the Request for Special Admissions form. The principal or the home-school parent or teacher (religious exemption only) must complete Part 2.
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/signature is REQUIRED to release the class schedule to the parent (please see other side).
7. The Coordinator of Dual Enrollment, Dean of Student Services or designee must sign the approval in Part 3.
8. The college president or his designee must sign the approval in Part 4.
9. If the enrollment has been approved, the student must register for classes in the college Enrollment Center.

**REQUEST FOR SPECIAL CIRCUMSTANCE ADMISSION FORM**

**STEP 1 (Student Completes)**

I, \_\_\_\_\_, Student ID \_\_\_\_\_, SSN\* \_\_\_\_\_, a student at \_\_\_\_\_ School, request approval to apply for admission and enrollment at Virginia Western Community College for the courses listed in Step 2. My current grade level is \_\_\_\_\_ and my current age is \_\_\_\_\_.

\* Please see Privacy Statement, which can be obtained in the Enrollment Center/Records Office.

**STEP 2 (Principal / Home-School Teacher / Parent Completes)**

Please use this section to recommend the student's enrollment at Virginia Western Community College. Your recommendation indicates that the student is prepared for enrollment in the courses listed.

Department	Course Number	Course Title

The above student: is  is not  granted approval to enroll in the course(s) listed.

Student is Dual Enrolled at High School?    Yes                   No   
 Student is Home-Schooled?                      Yes                       No

If the student is home-schooled, copy of Home-School Agreement or religious exemption documentation submitted?  
 Yes                   No

Authorized by:

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

**IMPORTANT NOTE: If the parent/home school teacher will be registering the student for classes and picking up the class schedule for the student, the following signature is REQUIRED:**

I authorize VWCC to release my class schedule to my parent/teacher: \_\_\_\_\_  
**Student's Signature**

**STEP 3 (Enrollment Center Completes)**

Successfully Completed Placement Test?    Yes                   No

Authorized by:

\_\_\_\_\_ Date \_\_\_\_\_  
*Enrollment Center Staff*

**STEP 4 (College President/Designee Approval)**

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