

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I.10.0 ADMISSION OF HIGH SCHOOL AND HOME SCHOOL STUDENTS

Policy #:	I – 10.0
Effective:	July 2009
Revised:	
Responsible Dept.:	VPISS

Purpose

Provide an opportunity for gifted high school/home school students to obtain college credit while still in high school.

Policy

With the guidance of Virginia Community College System (VCCS) policy 6.0.1.1, PVCC provides opportunities for qualified high school and home school students to enroll in college level courses.

Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. Because enrolling freshman and sophomore students is considered exceptional, each freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president and documentation of parental permission are required. All students admitted under this section must demonstrate readiness for college by achieving satisfactory scores on college placement tests and address all other college admission criteria.

Procedure

Dual Enrollment Applicants

Juniors and Seniors

The dual enrollment specialist at PVCC collaborates with college academic deans, high school guidance directors/counselors, and principals to establish a dual enrollment program at each participating high school. The dual enrollment specialist is responsible for overseeing this process and ensuring the completion of the following steps:

1. The student completes the PVCC online application.
2. A parental permission letter is signed and received by the dual enrollment specialist.
3. The student meets with their high school guidance director/counselor to discuss appropriate dual enrollment courses and to plan their schedule.
4. Placement test(s) are taken or official SAT or ACT test scores submitted.

5. The high school guidance director submits a list of all students eligible for enrollment in each dual enrollment class to the dual enrollment specialist no later than July 14 for fall courses and January 15 for spring classes.
6. The dual enrollment specialist enrolls the student in recommended classes.

Freshmen and Sophomores

1. The student completes the PVCC online application.
2. A parental permission letter is signed and received by the dual enrollment specialist.
3. Placement test(s) are taken or official SAT or ACT test scores submitted.
4. The student meets with high school guidance director/counselor to discuss appropriate dual enrollment courses and to plan their schedule.
5. The "High School Dual Enrollment/Credit Student Permission/Exception to Enroll Form" is signed by the principal stating that in the guidance director/counselor's professional judgment the student is academically prepared and sufficiently emotionally mature to successfully complete a college level class.
6. Documentation with recommendation for/against admission from the dual enrollment specialist is forwarded to the college president for approval.
7. If approved, the dual enrollment specialist enrolls the student in recommended classes.

Students below 9th grade are not permitted to enroll in dual enrollment classes.

Dual Credit Applicants

Juniors and Seniors

Dual credit courses are designed for high school juniors and seniors who wish to take PVCC courses on campus during the day or evening hours. The following steps are required:

1. The student completes the PVCC online application.
2. The "High School Permission Form" is signed by the principal/guidance director/counselor, parent and student and is received by the dual enrollment specialist.
3. Placement test(s) are taken or official SAT or ACT test scores submitted.
4. The student is interviewed by the PVCC dual enrollment specialist.
5. "The Mature Content Waiver" is signed by the student and parent.
6. If approved, the dual enrollment specialist enrolls the student in recommended classes.
7. Students wishing to enroll full-time must provide an official high school transcript.

Freshmen and Sophomores

Freshman and sophomore high school students can qualify for dual credit courses as an exception on a case by case basis. The following steps are required:

1. The student completes the PVCC online application.
2. The "High School Permission Form" is signed by the principal/guidance director/counselor, parent and student and is received by the dual enrollment specialist.
3. Placement test(s) are taken or official SAT or ACT test scores submitted.
4. The "High School Dual Enrollment/Credit Student Permission/Exception to Enroll Form" is signed by the principal stating that in the guidance director/counselor's professional judgment the student is academically prepared and sufficiently emotionally mature to successfully complete a college level class.
5. The student is interviewed by the PVCC dual enrollment specialist.

6. "The Mature Content Waiver" is signed by the student and parent.
7. Documentation with recommendation for/against admission from the dual enrollment specialist is forwarded to the college president for approval.
8. If approved, the dual enrollment specialist enrolls the student in recommended classes.

Students below the 9th grade are not permitted to enroll in dual credit classes.

Home Schooled Applicants

Home schooled students completing study at the high school junior and/or senior level who wish to take PVCC courses must demonstrate college level readiness. The following steps are required:

1. The student completes the PVCC online application.
2. The "Home School Student Permission Form" is signed and received by the home school counselor.
3. Placement test(s) are taken or official SAT or ACT tests scores submitted.
4. The parent and student are interviewed by the PVCC home school counselor.
5. Documentation of the student's home school curricula/transcript is required.
6. A copy of the approved "intent to home school" consent received from the student's respective school district or approved consent to home school under religious exemption is required.
7. The home school counselor enrolls the student in recommended classes.

Freshmen and Sophomores

Home school students completing study at the freshman and/or sophomore level who wish to take PVCC courses may qualify as an exception on a case by case basis. The following steps are required:

1. The student completes the PVCC online application.
2. The "Home School Student Permission Form" is signed and received by the home school counselor.
3. Placement test(s) are taken or official SAT or ACT test scores submitted.
4. The parent and student are interviewed by the PVCC home school counselor.
5. Documentation of the student's home school curricula/transcript is required.
6. A copy of the approved "intent to home school" consent received from the student's respective school district or approved consent to home school under religious exemption is required.
7. Documentation with recommendation for/against admission, including statement that the prospective student is sufficiently emotionally mature to successfully complete a college level class, from the home school counselor is forwarded to the college president for approval.
8. If approved, the home school counselor enrolls the student in recommended classes.

Students below the 9th grade level are not permitted to enroll in classes.