

## UNDER-CLASS EXCEPTION FOR PARTICIPATION IN CONTRACT DUAL ENROLLMENT CLASS

Student Name \_\_\_\_\_ Course Name: \_\_\_\_\_  
Last First M.I.

School Sponsor: \_\_\_\_\_ High School: **Stone Bridge HS** Contact Phone: \_\_\_\_\_  
(Person responsible for exception packet)

HS ID : \_\_\_\_\_ NOVA EMPLID: \_\_\_\_\_ Email Address: \_\_\_\_\_

Although high school students are not normally qualified for general admission, colleges may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors studying at the high school junior or senior levels. Documentation of parental permission is required for all dual enrollment students. Because admitting freshmen and sophomores is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting freshmen or sophomores. All students admitted under this section must demonstrate readiness for college by meeting the criteria below. Students enrolling in a dual enrollment course must meet all course pre-requisites. Below are the required documents that must be sent electronically to the Office of Dual Enrollment for consideration. [kcarter@nvcc.edu](mailto:kcarter@nvcc.edu)

Please check indicating the following items are included in this Exemption Packet submission:

- Copy of Intent to Enroll in a Dual Enrollment Course form
- Copy of college placement scores – *All students must meet the required admission criteria found on the chart below*
- Copy of high school transcript – showing a minimum 3.25 GPA for transfer courses and a 2.25 GPA for CTE courses

**Admission Criteria for Transferable and Non-Transferable Courses: *Qualifying tests must have been taken within the last five years. Please see course specific Intent to Pursue Dual Enrollment Course form for qualifying test requirements.***

English Qualifications
PSAT Evidenced-based Reading & Writing Score of 390 or higher
SAT Critical Reading & Writing Score of 500 or higher on each (tested before March 2016)
SAT Evidenced-based Reading & Writing Score of 480 or higher (tested March 2016 & after)
ACT score of 18 or higher on English AND Reading sections
AP English Literature or Language and Composition Exam score of 3 or higher
Virginia Placement Test (VPT) – ENG 111 placement for transfer courses and ENF 2 for CTE courses
Math Qualifications
PSAT Math section score of 500 or higher
SAT Math section score of 520 or higher (tested before March 2016)
SAT Math section score of 530 or higher (tested March 2016 & after)
ACT Math score of 22 or higher
AP Calculus BC Exam score of 3 or higher
IB Math score of 5 or higher
Passing score on Algebra I, Algebra II, or Geometry SOL taken within last five school years
Virginia Placement Test (VPT) - <i>score will be in NOVA's student information system</i>
<b>*Student must pass at least any single MTE unit above 0 and in addition meet the mathematics prerequisites of any direct NOVA course(s)</b>