



Dual Enrollment Policy Exception Request

Student Directions: Write a letter to the Director of Dual Enrollment requesting an exception be made to the applicable Dual Enrollment Policy. In this letter, please explain the situation that led to this petition, what you have learned from the situation, and what circumstances have changed that will enable you to be successful in future Dual Enrollment (college) coursework. Complete Section I below and submit it to your high school guidance counselor for processing.

I. Student Initiated Request **Date:** _____

Name: _____ **SJR State ID #** X00

High School: _____ **High School Graduation Date:** _____

I hereby request:

- To remain in SJR State's Dual Enrollment Program
- Other _____

II. HS Dual Enrollment Contact and Principal Recommendation **Date:** _____

Recommend:

- Approval
- Disapproval

Recommend:

- Approval
- Disapproval

DE Contact: _____

Principal: _____

Comments:

III. SJR State

Director of Dual Enrollment

Recommendation:

- Approval
- Disapproval

Initials _____ **Date:** _____

Recommendations/annotations:

VP for Academic Affairs / Chief Academic Officer

Recommendation:

- Approval
- Disapproval

Initials _____ **Date:** _____

Recommendations/annotations: