

Piedmont Virginia Community College

Section IX – Student Affairs Policies

IX – 10.0 Admission of High School and Home School Students

Effective Date: July 2009

Last Revised: March 2026

Responsible Dept.: Vice President of Student Affairs

1. Purpose

This policy defines how the college will provide opportunities for gifted high school / home school students to obtain college credit while still in high school.

2. Policy Statement

With the guidance of Virginia Community College System (VCCS) policy 6.6, PVCC provides opportunities for qualified high school and home school students to enroll in college level courses.

Dual enrollment is restricted to rising high school juniors and seniors and home school students studying at the high school junior or senior levels. Admitting high school or home school students below the junior or senior level is considered exceptional. The college-ready status of each prospective student below the junior or senior high school level shall be assessed on a case-by-case basis. Such students must meet the above eligibility criteria, and any other criteria as may be established by the college for participation of students below the junior or senior level in dual enrollment. Colleges shall have criteria and procedures for the case-by-case assessment of such students. Formal approval by the college president, or designee, is required for applicants who are below the junior or senior high school level to participate in dual enrollment.

2.1 Criteria for Participation

Private, Public, and Homeschool juniors and seniors who meet each of the following criteria may register in college-level credit-bearing courses:

- a) The student submits an Application for Admission.
- b) The student is a rising public or private high school junior or senior or homeschool

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at pvcc.edu/nondiscrimination.

student studying at the high school junior or senior level.

- i. The high school student has permission of the principal or designee, and the parent.
 - ii. The homeschool student has permission of the parent.
- c) The student demonstrates readiness for each college-level credit-bearing course in which they want to enroll. High school and homeschool students are not eligible to enroll in developmental or direct placement co-requisite English and Math courses. In demonstrating readiness, a student must meet one of the criteria established for each type of course on which they want to be registered, as outlined in Appendix 1.

3. Definitions

N/A

4. Applicability

This policy applies to all faculty, staff, and students involved in the dual enrollment program.

5. Responsibilities

N/A

6. Procedures for Implementation

6.1 Dual Enrollment Applicants

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

- a) The student meets with their high school counseling director/counselor to discuss appropriate dual enrollment courses and to plan their proposed schedule.
- b) The student completes the PVCC online application.
- c) A parental permission form is signed and received by the Dual Enrollment Office.
- d) The student demonstrates that they meet one of the criteria established for each type of course in which they want to be registered.
- e) The high school guidance director submits a list of all students eligible for enrollment in each dual enrollment class to the Dual Enrollment Office.

f) The Dual Enrollment Office enrolls the student in recommended classes.

Freshmen and Sophomores: For students in these grades, the following steps must be completed:

- a) The student meets with their high school counseling director/counselor to discuss appropriate dual enrollment courses and to plan their proposed schedule.
- b) The student completes the PVCC online application.
- c) A parental permission form is signed and received by the Dual Enrollment Office.
- d) The student demonstrates that they meet one of the criteria established for each type of course in which they want to be registered.
- e) The student completes the PVCC online application.
- f) A written statement (letter) is sent by the principal stating that in their professional judgment the student is academically prepared and sufficiently emotionally mature to successfully complete a college level class.
- g) Documentation with recommendation for/against admission from the Dual Enrollment Office is forwarded to the college president for approval.
- h) President approves or does not approve student for enrollment.
- i) The high school guidance director submits a list of all students eligible for enrollment in each dual enrollment class to the Dual Enrollment Office.
- j) If approved by the President, the Dual Enrollment Office enrolls the student in recommended classes.

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

6.2 Dual Credit Applicants

Juniors and Seniors: Dual credit enrollment is 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:

- a) The student meets with their high school counseling director/counselor to discuss appropriate dual credit courses and to plan their proposed high school and dual credit schedule.
- b) The student completes the PVCC online application.
- c) A parental permission form is signed and received by the Advising Office.
- d) The student demonstrates that they meet one of the criteria established for each type of course in which they want to be registered.
- e) The "Dual Credit/Home School Permission Form" is signed by the principal/counseling

director, parent and student and is received by the Advising Office.

- f) The Advising Office enrolls the student in recommended classes.
- g) The student pays tuition and fees and purchases required class materials.

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

- a) The student meets with their high school counseling director/counselor to discuss appropriate dual credit courses and to plan their proposed high school and dual credit schedule.
- b) The student completes the PVCC online application.
- c) A parental permission form is signed and received by the Advising Office.
- d) The student demonstrates that they meet one of the criteria established for each type of course in which they want to be registered.
- e) The student completes the PVCC online application.
- f) The “Dual Credit/Home School Permission Form” is signed by the principal/counseling director, parent and student and is received by the Advising Office. The principal states in the form that in their professional judgment the student is academically prepared and sufficiently emotionally mature to successfully complete a college level class.
- g) Documentation with recommendation for/against admission from the Advising Office is forwarded to the college president for approval.
- h) President approves or does not approve student for enrollment.
- i) If approved by the President, the Advising Office enrolls the student in recommended classes.
- j) The student pays tuition and fees and purchases required class materials.

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

6.3 Home Schooled Applicants

Junior and Senior Level: 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:

- a) The student meets with the PVCC Advising Office.
- b) The student completes the PVCC online application.
- c) A parental permission form is signed and received by the Advising Office.
- d) The student demonstrates that they meet one of the criteria established for each type of

course in which they want to be registered.

- e) The “Dual Credit/Home School Permission Form” is signed by the parent and student and is received by the Advising Office.
- f) Proof of homeschool status is provided.
- g) The Advising Office enrolls the student in recommended classes.
- h) The student pays tuition and fees and purchases required class materials.

Freshman and Sophomore Level: 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:

- a) The student meets with the PVCC Advising Office.
- b) The student completes the PVCC online application.
- c) A parental permission form is signed and received by the Advising Office.
- d) The student demonstrates that they meet one of the criteria established for each type of course in which they want to be registered.
- e) The student completes the PVCC online application.
- f) The “Dual Credit/Home School Permission Form” is signed parent and student and is received by the Advising Office.
- g) Documentation with recommendation for/against admission from the Advising Office is forwarded to the college president for approval.
- h) President approves or does not approve student for enrollment.
- i) If approved by the President, the Advising Office enrolls the student in recommended classes.
- j) The student pays tuition and fees and purchases required class materials.

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

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A

APPENDIX 1

PVCC Criteria for High-School Students to Enroll in a College Credit Course

For any of the course types listed below, the student must meet only one of the test or grade criteria in order to be eligible.

A. Transfer Courses (Except Math):**

- Current Cumulative high school GPA of 3.0 or higher*
- SAT ERW score of 480 or higher,
- PSAT ERW Score of 390 or higher
- ACT Score of 18 or higher on both English and Writing subject area tests.
- Placement in ENG 111.

B. Career and Technical* Courses (Except Math):**

- Current Cumulative high school GPA of 2.0 or higher
- SAT ERW score of 480 or higher,
- PSAT ERW Score of 390 or higher
- ACT Score of 18 or higher on both English and Writing subject area tests.
- Placement in ENF 1 or higher

C. Math 101 – 133

- Current Cumulative high school GPA of 3.0 or higher, and a 2.0 grade or higher in a high school math course
- SAT ERW score of 480 or higher and a Math score of 530 or higher
- PSAT ERW Score of 390 or higher and a Math score of 500 or higher
- ACT Score of 22 or higher on Math subject area test
- Placement in MTH 111 or higher (Satisfaction of MTE 1-3)

D. Math 154, 155

- Current Cumulative high school GPA of 3.0 or higher, and a 2.0 grade or higher in a high school math course
- SAT ERW score of 480 or higher and a Math score of 530 or higher
- PSAT ERW Score of 390 or higher and a Math score of 500 or higher
- ACT Score of 22 or higher on Math subject area test
- Placement in MTH 154 or higher (Satisfaction of MTE 1-5)

E. Math 161, 167

- Current Cumulative high school GPA of 3.0 or higher, and a 2.0 grade or higher in Algebra 2 or a higher-level math course
- SAT ERW score of 480 or higher and a Math score of 530 or higher
- N/A
- ACT Score of 22 or higher on Math subject area test
- Placement in MTH 161 or higher (Satisfaction of MTE 1-9)

*Cumulative GPA may be weighted or unweighted and may be self-reported.

**A transfer course is any course that a college offers and will transcript in fulfillment of the requirements for a degree or certificate that is designed to transfer (e.g., AA, AS, AA&S, AFA, Uniform Certificate of General Studies).

***A career and technical course are any course that the college offers and will transcript in fulfillment of the requirements for degrees and certificates that are not designed for transfer (e.g., AAS, Certificate, Career Studies Certificates).