



Dual 2 Degree Early College Continuous Eligibility Appeal Form

Continuous Eligibility Statement: Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program, as specified in the ACCS procedure for Dual Enrollment for Dual Credit for High School Students, Section 2, will remain in continuous eligibility if a grade of “C” or better in all attempted college courses is earned. A grade of “D” or lower or withdrawal from a course will result in a one-term suspension, which may not be served during the summer term. This suspension could affect a student’s future financial aid status, as well as their high school credits and GPA, as all grades earned in dual enrollment courses will appear on their permanent high school and college transcripts. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply, meet the minimum (unweighted) grade point average, and receive director approval. Students re-entering will be responsible for repeated courses and all tuition, fees, books, materials, and supplies costs.

If a student has extenuating circumstances that prevent them from completing their courses based on the above requirements, they can submit a Continuous Eligibility Appeal Packet. The packet includes the Continuous Eligibility Appeal Form along with a student statement explaining in detail the circumstances surrounding why continuous enrollment was not met, and a plan of action on how to move forward. All appeals must be in writing---word processed or in neat, legible handwriting. Students must also submit a current unofficial transcript with the appeal packet. **WSSC Dual 2 Degree staff will not review incomplete appeals, so be certain all components are included.**

It is the student's responsibility to notify their high school counselor and WSSC Dual 2 Degree staff of any extenuating circumstances and their need to submit an appeal. A date to have all appeals in will be set, and this date will be communicated to all high school counselors. Appeals sent after the date will not be accepted.

Upon completion of the appeal, it must be submitted to the Director of Dual Enrollment, office 609 of the James C. Bailey Building. Appeals may be submitted in person, or via email to lauren.wilson@wallacestate.edu. Dual 2 Degree staff will review the student’s completed appeal packet and will notify the high school counselor and student regarding the decision.

If the student is denied, the student will not be eligible to enroll for the following semester. If the student is approved, the high school counselor must send over the eligibility form and the student will be registered.

Section I: Continuous Eligibility Appeal Form

Student Name _____

A Number _____

High School _____

Date _____

Semester Involved _____

Semester Applying for Appeal _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Cell Phone _____

HS Counselor Name & Signature

Section II: Student Statement

Please answer the following questions in as much detail as possible. You may attach supporting documentation to support your case, i.e., note from physician/therapist, college personnel, or other professionals.

*Please note that disclosing personal information is a choice and not a requirement of this appeal and that any information disclosed will become a part of your official college file.

Question 1: To what do you attribute your status of withdrawing from your Dual Enrollment course(s)?

Question 2: What factors affected your lack of academic success?

Section III: Plan of Action

Describe the steps you plan to take to return to good academic standing---be specific.