

# ***Request for Exception***

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## **Criteria and Instructions**

Exceptions are granted on a limited basis for high school students that show a high potential for being successful in a college class. Each request is considered on an individual basis and is approved by the Vice President for Academic Affairs or the designee. Students who wish to request an exception should follow the steps listed below and submit their request to the Vice President for Academic Affairs (AD/123, Suite 152).

Exception requests are required for students when the following conditions exist:

- A student is under 16 years of age
- A student scores less than the minimum on the entrance/placement test (*Career Center use only*)
- A student is requesting to take more than 2 college courses in one semester. (*This is only possible after a student has **successfully** completed one semester of college course work*)

Students that would like to be considered for an “Exception” should submit the following documentation. All of the information (**as applicable**) must be attached to this *Request for Exception* form for the exception to be considered.

- Completed *Early College/College in High School Application*
- Official SAT/ACT test scores (must be from the testing agency) if not listed on the high school transcript
- High School Transcripts
- College Transcripts-includes GTC (*WebAdvisor* print outs are acceptable, if applicable)
- Placement Test Scores (ASSET or COMPASS)

**Submit completed form and documentation to:**

***Dr. Lenna Young***  
***Vice President for Academic Affairs***  
***Administration Building (123), Barton Campus, Suite 152***  
***Greenville Technical College***



## Request for Exception

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's ID or SS# \_\_\_\_\_

Date of Birth \_\_\_\_\_

Contact phone number \_\_\_\_\_

### Requested Courses:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

\_\_\_\_\_

### Reason for Exception

\_\_ Taking more than two courses/semester

\_\_ Age (15 years old and under)

\_\_ Test Score (*Career Center Use*)

### List student's academic qualities and attributes to support request

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of High School/Career Center

\_\_\_\_\_  
Signature: High School Principal, Career Center Director or Designee

### GTC Use Only

Approved

Not Approved

\_\_\_\_\_  
Dr. Lenna Young (or designee)  
Vice President for Academic Affairs

\_\_\_\_\_  
Date