Per SLCC Concurrent Enrollment policy high school junior (11th graders) and senior (12th graders) CE students are not allowed to take more than 3 classes per semester on a SLCC campus including online classes. Freshman (9th graders) and Sophomores (10th graders) are not allowed to participate in the SLCC Concurrent On-Campus Program, however they are allowed to take concurrent enrollment classes in any participating high school in which they are counted in the average daily membership. There is no appeal process for Freshman and Sophomores to participate in the Concurrent On-Campus Program.

Students in concurrent enrollment are not allowed to take more than 18 concurrent enrollment credits per semester and more than 30 credits per year. There is no appeal process for these credit limits.

**Instructions:**

1. Complete this form and gather the required documentation listed below.
2. Submit the form to the Concurrent Enrollment office no later than two weeks prior to the Concurrent On-Campus Course Request deadline (visit https://www.slcc.edu/concurrentenrollment/calendar.html for specific dates). This can be done in person or by scanning and sending the form and documentation to concurrent@slcc.edu.
3. Submission of this form does not guarantee seats in any concurrent enrollment class. Seats are available on a first come first serve basis.
4. The SLCC Concurrent Enrollment Appeals Committee reviews the appeal form and returns a decision to the Concurrent Enrollment Office within 5-7 business days of receiving the form.
5. The SLCC CE Office notifies the high school CE coordinator and the student (via the student’s SLCC email) of the final decision.
6. The high school CE coordinator submits an On-Campus course request through MyCE.
7. Once the request has been processed the student has until the registration deadline to register themselves for the additional class(es).

**SECTION 1: STUDENT INFORMATION**

Student First Name: Student Last Name

High School: Current SLCC GPA:

Student SLCC Email Address: S Number:

CE Coordinator Name: CE Coordinator Email:

Program of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (as listed in the [SLCC catalog](http://catalog.slcc.edu/) at <http://catalog.slcc.edu/> if student wishes to pursue the associates degree)

**SECTION 2: REQUIRED DOCUMENTATION**

Students should include the following documentation with the completed appeal form:

1. A written letter describing the reason for taking more than 3 classes on a SLCC campus in order to achieve the student’s academic goals.
2. If the student is pursuing an associate degree a copy of the graduation map for that degree with concurrent enrollment course highlighted. General Studies is not an eligible degree. Graduation maps can be found at <http://catalog.slcc.edu/>.
3. If the student is pursuing the One-Year General Education Certificate of Completion a copy of the MyCE academic plan.
4. A copy of the student’s SLCC transcript that demonstrates the student has completed a minimum of 3 concurrent enrollment courses on a SLCC campus with a 3.0 GPA or better.

**SECTION 3: ACKNOWLEDGEMENTS**

STUDENT: I understand that failure to include all of the required documentation listed above in section 1 and 2 will result in my appeal being denied. I understand the expectations and responsibilities of taking a larger course load and take full responsibility for my concurrent enrollment class performance and ultimate grade(s). I understand that submitting an appeal, does not guarantee that my request for taking a 4th class will be approved.

Student Signature: Date:

CE COORDINATOR: I have discussed with the student the expectations and responsibilities expected of him or her as they participate in Concurrent Enrollment On-Campus Program. The student has indicated that he or she understands those expectations and responsibilities.

HS CE Coordinator Signature: Date: