



## Concurrent Enrollment Appeal Request

Student Name (first, middle, last): \_\_\_\_\_

High School: \_\_\_\_\_ Star ID: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

**REASON FOR APPEAL** (select one):

- Waive Concurrent Enrollment Eligibility Requirements (see back)
- Waive Accuplacer Cut Score Requirement

I am requesting an appeal for the following course(s):

PTCC Course Name/Number	Credits	High School Instructor Name
<i>Example: ENGL 1276 English Composition</i>	<i>4</i>	<i>Justin Case</i>

**ACCUPLACER WAIVER INFORMATION**

Date(s) of Test	Accuplacer Subject	Accuplacer Score	Site where test was taken
<i>Example: 1/1/2018</i>	<i>College Level Math</i>	<i>47</i>	<i>ABC High School</i>

**Additional documentation required:**

- Attach a written description of your request. State your request, reasons, and arguments for submitting appeal.
- Recommendation letter from PTCC concurrent enrollment high school teacher, or a designated high school official, for the course(s) in which you are submitting this appeal
- Copy of your HS transcripts

I understand that I do not meet eligibility requirements and/or do not meet the required Accuplacer cut score(s) for the PTCC concurrent course(s) listed above. I understand that if this appeal is approved and I am granted permission to take the course(s) for college credit, the course(s) will be part of my permanent academic transcript with Pine Technical and Community College. **NOTE:** The appeal request will not be considered until all information and signatures are complete.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

HS Teacher/Designated HS Official signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed form and all required documentation to Jodie Klinkhammer at [jodie.klinkhammer@pine.edu](mailto:jodie.klinkhammer@pine.edu) or 900 Fourth Street SE, Pine City, MN 55063. Forms should be submitted 4 weeks prior to the start of the course for which you are requesting an appeal.

## CONCURRENT STUDENT ELIGIBILITY

### Seniors

- Must be in the upper one-half of class or test score at or above 50th percentile on any nationally standardized, norm-referenced test such, or
- Must have a High School GPA of 3.0 or higher for general education courses or a GPA of 2.5 or higher for career and technical education courses.

### Juniors

- Must be in the upper one-third of class or test score at or above the 70th percentile on any nationally standardized, norm-referenced test, or
- Must have a High School GPA of 3.0 or higher for general education courses or a GPA of 2.5 or higher for career and technical education courses.

### Sophomores and Freshmen

- Must have a favorable recommendation from a designated high school official to enroll in concurrent enrollment courses.
- Must have a High School GPA of 3.0 or higher for general education and career and technical education courses.
- The course is a world language course currently available to 11th and 12th -grade students, and consistent with Minnesota Statutes, section 120B.022 governing world language standards, certificates, and seals.
- The school district and the eligible postsecondary institution providing the course agree to the student's enrollment (documentation must be on file at both schools indicating mutual agreement).

## REQUESTS FOR ACCUPLACER WAIVERS WILL ONLY BE CONSIDERED IF:

### Reading

- A waiver request will only be considered if a student has a 68+ on the reading portion of the Accuplacer exam

### Math

- Standard deviation waiver: a high school counselor/administrator can request a waiver on behalf of the student with the following Accuplacer math scores (a formal waiver request is not required):
  - Elementary Algebra 78-99+ and College Level Math 45-49+
  - Elementary Algebra 100+ and College Level Math 40-49+
- If a student does not meet required scores, or the standard deviation requirements, they can request a waiver if:
  - The student has an overall high school GPA of 3.0 or higher, and
  - The student has received a minimum grade of B for both semesters of the highest level high school math course taken prior to PTCC concurrent enrollment math course for which the appeal is being requested.

**NOTE: ACT, SAT, and MCA scores cannot be waived.**

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### FOR PTCC OFFICE USE ONLY - APPEAL DECISION

Approve

Request more information

Deny

School notified on (date): \_\_\_\_\_ Notified by (PTCC staff initials): \_\_\_\_\_ Scanned to Web Now: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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