



College in the Schools

Request for Exception to allow Enrollment in CITS Course

(Note: Student must also meet individual course pre-requisites)

Please attach the following:

1. **HS transcript** with cumulative GPA and ranking listed or national standardized test score (ACT, MCA)
2. **Letter of Recommendation** from principal, counselor, or course instructor.

Policy: Subpart H. PSEO Concurrent Enrollment Exceptions. A high school that wishes to have a college or university offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the PSEO eligibility requirements of Part 2, Subpart A may request approval for an exception from the president of the college or university or designee to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a national standardized, norm-referenced test and have a favorable recommendation from a designated high school official to enroll in that course.

Part A: Information to be completed by the Student.

Student Name: _____ High School: _____

Student's Grade Level: _____ Year and term of course: _____

I am requesting an exception to allow enrollment in the following CITS Course: _____

I understand this is a college-level course and that my final grade will be on a permanent academic transcript with Lake Superior College.

Student Signature: _____ Date _____

Part B: Signatures of Parent/Guardian and High School Representative.

The undersigned understand this is a college-level course and the student's final grade will be on a permanent academic transcript with Lake Superior College.

Parent/Guardian Signature: _____ Date _____

High School Representative Signature: _____ Date _____

Part C: Approvals by Lake Superior College- **FOR OFFICE USE ONLY**

Cumulative GPA: _____ Class Rank: _____ MCA: _____ ACT: _____ Accuplacer: _____

_____ Approved _____ DENIED _____ Request more information

Comments: _____

Vice President of LSC Academic and Student Affairs

Date