High School Dual Credit Program
Eligibility Exemption Form
(W/F Grades)
South Dakota Board of Regents & Board of Technical Education

Starting in Fall 2020, students participating in the High School Dual Credit Program (HSDC) are no longer eligible to participate in HSDC if the student received a "W" or "F grade in a HSDC course per SDCL 13-28-37.1. However, students may be reinstated into the program through two options:

Option 1: The student experienced extenuating circumstances beyond his/her control that contributed to the "W" or "F" grade. "Good cause" may include but is not limited to: illness, injury, an illness or death in the family, or unusual academic circumstances.

Option 2: A student who cannot show good cause may pay the full HSDC tuition rate for a total cost of $156.97 per credit hour. If the student successfully passes the course(s) in which they received a "W" or "F," they can regain full eligibility into HSDC.

Where to Submit This Form:

1.) If you experienced extenuating circumstances, submit this form to THE CAMPUS WHERE YOU EARNED THE "W" OR "F" GRADE. The campus who issued the grade will need to make the determination on good cause.

2.) If you cannot show good cause and would like to regain eligibility to the HSDC program by repeating the course and paying the full HSDC tuition rate, submit this form to THE CAMPUS(ES) YOU WILL BE ENROLLING AT.

Student Information:

Legal Name: _____ Date of Birth: _____
Last – First – Middle

SDBOR Student ID Number: _____ Technical College Student ID Number: _____

High School Attending: _____High School Student ID Number: _____

Course Information:

Which semester did you earn the "W" or "F" Grade(s): Fall 20___ Spring 20___ Summer 20___

Please list the course(s) in which your received "W" or "F" grades during the semester indicated above:

Institution	Subject	Course Number	Section Number	Course Title	Grade (W or F)

Where have you previously enrolled in HSDC courses? (Select all that apply):

☐ BHSU ☐ DSU ☐ NSU ☐ SDSM&T ☐ SDSU ☐ USD
☐ Lake Area Tech ☐ Mitchell Tech ☐ Southeast Tech ☐ Western Dakota Tech

Where do you intend to enroll for the coming semester if your waiver is approved? (Select all that apply):

☐ BHSU ☐ DSU ☐ NSU ☐ SDSM&T ☐ SDSU ☐ USD
☐ Lake Area Tech ☐ Mitchell Tech ☐ Southeast Tech ☐ Western Dakota Tech

Showing Good Cause:

Extenuating Circumstances

Please explain the extenuating circumstances which led to receiving the "W" or "F" grade(s). You may attach or email additional documentation if necessary.

Requalifying for the Program without Good Cause

☐ By checking this box, I certify that despite not having good cause to continue in the HSDC program, I wish to requalify for full eligibility in HSDC by 1.) successfully repeating the course(s) I earned the "W" or "F" grade in, and 2.) paying the full HSDC tuition rate at $156.97/credit hour for the repeated course(s). I acknowledge that if I do not successfully repeat the course(s), I will no longer be eligible for HSDC.

Signatures:

With my signature below, I verify that all student information, as well as the circumstances detailed on this waiver petition, is complete and accurate to the best of my knowledge. I give permission to institutions participating in this program to share information, including grades earned in the program with other participating institutions in order to confirm the information given above and to facilitate future participation in the program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

High School Official Name: _____ School Official Position: _____

High School Official Signature: _____ Date: _____

High School Official Phone: _____ School Official Email: _____

Campus Determination & Signatures

- ☐ The student has documented extenuating circumstances which show good cause, and has been approved to continue in the HSDC program by the campus who issued the "W" or "F" grade.
- ☐ The student's petition to continue in the program by showing good cause has been denied by the campus who issued the "W" or "F" grade.
- ☐ The student has not shown good cause, and has agreed to retake the course(s) in which they earned a "W" or "F" grade at the full HSDC tuition rate.

Additional Comments:

Campus Official Signature: _____ Date: _____

Campus Official Name: _____

Should a student have their petition for good cause denied at the campus level and wish to appeal, they may submit this completed form with the campus decision to the High School Dual Credit Joint Appeals Panel, who will make a final determination on whether good cause was shown. Appeals may be emailed to tracia.rentsch@state.sd.us.

Appeal of Denied Petitions

HIGH SCHOOL DUAL CREDIT JOINT APPEALS PANEL DETERMINATION

- ☐ The student's appeal has been accepted. The student has shown good cause and may continue in the HSDC program.
- ☐ The student's appeal has been denied. The student has not shown good cause to continue in the HSDC program.

Appeals Panel Official Signature: _____ Date: _____