

HARFORD COMMUNITY COLLEGE

COURSE PLACEMENT EXCEPTION REQUEST FORM

New degree and certificate seeking students are required to either demonstrate exemption from or complete the Academic Skills Assessment to determine course placement per the enrollment policy at Harford Community College. Students who do not test into college level courses will be placed into transitional courses for reading, writing, and/or math. Exceptions to course placement at Harford Community College are referred to the appropriate academic dean and are considered only for academic circumstances such as, but not limited to, examples below and must include appropriate documentation to support the request:

Academic Circumstance	Sample Documentation Required
High School GPA 3.0 (within last five years)	High School Transcript
Courses Completed in High School	High School Transcript
Performance in HCC or Other College Courses	Official College Transcript
Experience With Course Content Through Employment	Job Description, Sample Work Project
Test Scores	Accuplacer Results

Submission of a request does not guarantee college level course placement. All course placement exception requests are at the discretion of the appropriate administrator. HCC reserves the right to adhere to the published Academic Skills Assessment Policy related to course placement.

Instructions for submitting a course placement exception after initial completion of the Academic Skills Assessment:

1. Complete the reverse side of this form, sign, and submit along with supporting documentation.
Incomplete submissions will not be reviewed.
2. Return this form via email, mail, or hard copy to:

Math & Science Courses

John Bray, STEM Professor
 Havre de Grace Hall, Room 101
 401 Thomas Run Road
 Bel Air, MD 21015
Jbray@Harford.edu

Reading & English Courses

Laura Fox, Coordinator for English,
 Transitional, and World Languages
 Havre de Grace Hall, Room 220
 401 Thomas Run Road
 Bel Air, MD 21015
LFox@Harford.edu

3. Please submit a copy of your Accuplacer scores with all English and Math course exception requests. If you have a 3.0 cumulative High School GPA, you only need to submit a copy of your high school transcript with your Accuplacer scores.
4. Students requesting a course exception in writing courses should expect to generate a writing sample in a testing environment.
5. The appropriate administrator reviews course placement exceptions throughout the academic year. Student will be notified of the course placement decision via email through the HCC email address.
All decisions are final.
6. For best consideration, submit this form at least two weeks prior to the start of the course you are requesting to register for. In most cases, joining a course after the first week of the semester will not be permitted. A course placement exception does not guarantee the availability of courses which fill up on a first-come, first-serve basis.

Complete Reverse Side

COURSE PLACEMENT EXCEPTION REQUEST FORM

Harford ID#: _____ Date: _____

Student Name: _____

Street: _____ City: _____ State: _____ Zip: _____

Phone: _____
(Cell) _____ (Home) _____

Harford Email Address: _____

Declared Major: _____

Course in which I want to enroll: _____

Semester I am requesting enrollment: _____

I request an exception to my course placement for the following reason(s): *(attach additional pages if necessary)*

I am enclosing the following documentation to support my request (required-see reverse side for examples):
(attach additional pages if necessary)

Student Signature: _____ **Date:** _____

Office Use Only

Date Processed: _____ **Approved:** _____ **Denied:** _____ **Administrator Signature:** _____