

Davidson County Community College

Request to Remain Special Credit Student

DCCC Special Credit Student Policy: An applicant to the College who wishes to enroll in one or more credit-curricular course(s) but who does not plan to pursue a degree, diploma, or certificate may be accepted and enroll as a special credit student. After completing nine (9) semester hours as a special credit student, students should be reclassified into a program of study through the Admissions Office unless they provide proof of enrollment at another educational institution. Special credit student enrollment status does not qualify for federal financial assistance.

Student ID Number: _____

Student's FULL Name: _____

Semester: _____ Fall _____ Spring _____ Summer Year: _____

Please choose the option below which best describes your situation and attach documentation.

_____ I am currently enrolled at another college/university and plan to transfer these courses to that institution. Please attach an unofficial college transcript.

College Name: _____

College City, State: _____

College Major: _____

_____ I am participating in an apprenticeship/journeyman's program and these courses are required by my employer. Attach letter from employer on company letterhead outlining program and courses needed.

_____ I am taking courses for personal enrichment and do not plan to pursue a certificate, diploma, or degree.

_____ I am taking courses to enhance my current job skills and do not plan to pursue a certificate, diploma, or degree.

Student Signature

Date

ADMISSIONS/STUDENT RECORDS APPROVAL: _____ Approved _____ Not Approved

Comments:

Signature of Director, Student Records and Registration

Date

Signature of Director, Admissions

Date