



REACH Program Request for Exception

Return this form to Katie Heronimus (katie.heronimus@mnwest.edu) within the first **5 class days** of the high school semester. Forms submitted after that date must be accompanied by a Minnesota West [Add/Drop/Withdraw Form](#)

Student Information

Name _____ School _____ Grade: 9 10 11 12

Email address _____ Student ID _____ Term start date _____

Course Information

Name of Course _____ Teacher Name _____

School year _____ Course Term: Fall Spring Yearlong

Request for Exception

- Request approval to allow 9th or 10th grade students in the above listed REACH Course
- Request approval to enroll a student in a course above their placement level
- Request approval to enroll a student in a course for no credit (credit cannot be awarded at a later date)
 - Foreign Exchange Student (no explanation required) Other (explain below)

Reason for Request

Please explain the reason for this request. This portion can be completed by either a school staff member or the student, as determined by school policy. Staff Student

High School Approval

Statement of Support: _____

Designee Signature _____ Title _____ Date _____

Parent/Guardian Signature (if required by school district): Yes No

I understand the student above wishes to take a college course. I understand the student's grade will be on their permanent college transcript. I support the student's enrollment in this course. _____

Parent/Guardian Signature

For Office Use Only

Course ID Number _____

- Approved
- Denied

Dean of K-12 Partnerships _____
Date _____

Minnesota West REACH Program Request for Exception Form Policies and Procedures

This waiver may only be utilized for 10-15% of all students enrolled in a given course. All REACH students will be held to college-level course standards.

- This form must be completed in the following cases:
 - A capable student **does not meet the program qualifications and/or the course pre-requisites**, but would still like to take the course for college credit. (Students must meet both program qualifications and course pre-requisites in order to be enrolled for college credit. Course pre-requisites are available in the [Minnesota West catalog](#), or by contacting the K-12 Collaboration Coordinator, Theresa Ireland.)
 - A high school wishes to offer a REACH Program course but **cannot generate sufficient enrollment** to offer that course with only 11th and 12th grade students. In those cases, schools may request permission to enroll:
 - **Students in 9th or 10th grade** who are in the top 10% of their class or score at or above the 90th percentile on a nationally standardized exam, and meet any course pre-requisites.
 - **Non-PSEO students** who will be taking the course for only high school credit. College credit cannot be awarded at a later date.
 - A qualified student would like to receive **only high school credit**. College credit cannot be awarded at a later date.
- Note that Minnesota West REACH policy requires students to register for courses during the first 5 business days of their high school semester. All registration information, including any Exceptions requested, must be submitted to Minnesota West during the first 5 business days of the high school semester.
- Except in cases of foreign exchange students requesting enrollment without college credit, **all requests must be accompanied by an explanation** under Reason for Request. This portion of the form can be completed by either appropriate high school personnel – someone who is able to speak to the student’s abilities relevant to the course – or by the student themselves.
 - If the reasoning is completed by a staff person, they do not need to provide additional information under “High School Approval – Statement of Support.” However, they should still sign, provide their title, and date.
 - If the reasoning is completed by the student, an appropriate designee from the high school should either provide a statement of support, or state that they are leaving the decision to Minnesota West (for instance, in cases where the student is new to the district, and the designee does not feel they have enough information to complete this section).
- The high school should determine whether they want to require a parent/guardian signature or not. This has no impact on Minnesota West’s approval of the student’s request, as REACH students’ information is protected under FERPA.
- The Dean of Liberal Arts and K-12 Partnerships will review, and either approve or deny all exceptions. Students and/or schools will be notified of any denials.

