

Office of Dual Enrollment

Age and Grade Level Guidelines for Dual Enrollment

VCCS policy allows colleges to consider **exceptional underclassmen** who can demonstrate readiness for college-level coursework through the college's established institutional policies. Underclass students are considered freshman or sophomore level in high school. Additionally, each freshman or sophomore student will be evaluated by the College President, or designee, for admission into the program on a case-by-case basis.

For general education courses designed to transfer (e.g. English, History, Math, Science, etc.), underclass students must demonstrate a cumulative, high school GPA of 3.25 or higher, in addition to any co- or pre-requisites at the high school and college.

For career/technical (CTE-based) courses (e.g. Automotive, Childhood Development, Entrepreneurship, Welding, etc.), underclass students must demonstrate a cumulative, high school GPA of 2.25 or higher, in addition to any co- or pre-requisites at the high school and college.

Effective fall 2024, students must be a minimum of age 16 in order to take an on campus class or participate in on campus labs at NOVA.

A. Courses Taught at NOVA (Independent Dual Enrollment)

Any freshman or sophomore requesting a course at NOVA (virtual or online) will work with a NOVA Dual Enrollment Coordinator to submit the required documentation. The college-ready status of any student below the junior or senior level shall be assessed by the college President, or designee, on a case-by-case basis.



For each semester, underclass students submit via email to dualenrollment@nvcc.edu:

- A completed dual enrollment request form (NOVA [Form 125-207](#) or [125-208](#)).
- A high school or homeschool transcript. Please note, handwritten transcripts or middle school transcripts/report cards will not be accepted.
- Proof of college readiness through high school GPA, as detailed in [College Placement in Section 2 – General Enrollment Steps and Policies](#).
- Students taking an independent dual enrollment class for the first time must meet virtually with a Dual Enrollment Coordinator to discuss future education/career goals and their interest in the selected course(s).

B. Courses Taught at a High School (Contract Dual Enrollment)

Any freshman or sophomore requesting a course in their high school will submit the required documentation via DualEnroll. The college-ready status of any student below the junior or senior level shall be assessed by the college President, or designee, on a case-by-case basis.

- A completed course request through NOVA's [online request portal, DualEnroll.com](#).
- A high school transcript must be added to the request in the DualEnroll account. Please note, handwritten transcripts or middle school transcripts/report cards will not be accepted.
- Proof of college readiness through high school GPA, as detailed in [College Placement in Section 2 – General Enrollment Steps and Policies](#).

