

Student Name: _____

Birthdate: _____

High School: _____

Last math class completed in high school:	Grade earned in math class	
	Semester 1:	Semester 2:

Placement in a dual credit math class requires that your previous math grades were a B- or higher. **If the grades received in your previous math class were a C-, C or C+ and you would like to request an exception, please complete PART 2 (below).**

I verify that the information I am providing is accurate.

Student signature

Date

PART 2 (only required if your grades are a C+ or lower):

1. Please provide an explanation as to why you received a grade lower than a B- for each course in which you earned a C-, C or C+. (Use the back of this form if needed.)

2. Attach a copy of your high school transcript to this form.

3. Please initial that you understand the following statements:

	I understand that I am requesting an exception to the Helena College math placement policy.
	I understand that I have the option to take this math class for high school credit only.
	I understand that the grade earned in the dual credit math class may have a bearing on acceptance into colleges that I apply to in the future.
	I understand that the grade earned in the dual credit math class may have a bearing on my ability to receive financial aid for college in the future.
	I understand that by signing up to take a math class for dual credit the grade I earn will appear on both my high school and my permanent Helena College transcript.
	I understand that I can withdraw from my dual credit math class and that this requires a separate process completed through Helena College. The last day to withdraw from a fall class is November 19, 2025. The last day to withdraw from a spring or yearlong class is April 13, 2026.

Teacher/Counselor signature required for exception

Date