Form Lifecycle: CCP Special Permission Form

Counselor/High School Designee

Liaison

Chief Academic Officer

Admissions

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Navigating to the Form

1. Visit www.vgcc.edu
2. Click “Areas of Study” at the top of the page
3. Select “High School Dual Enrollment”
4. Choose the box that applies to you (New Homeschooled CCP Students, New CCP
5. Students, Early College High School Programs, or Continuing CCP Students) and select
6. “learn more” in the yellow box.
7. Go to the “CCP Forms” link located under Quick Links
8. Click “CCP Special Permission Form”

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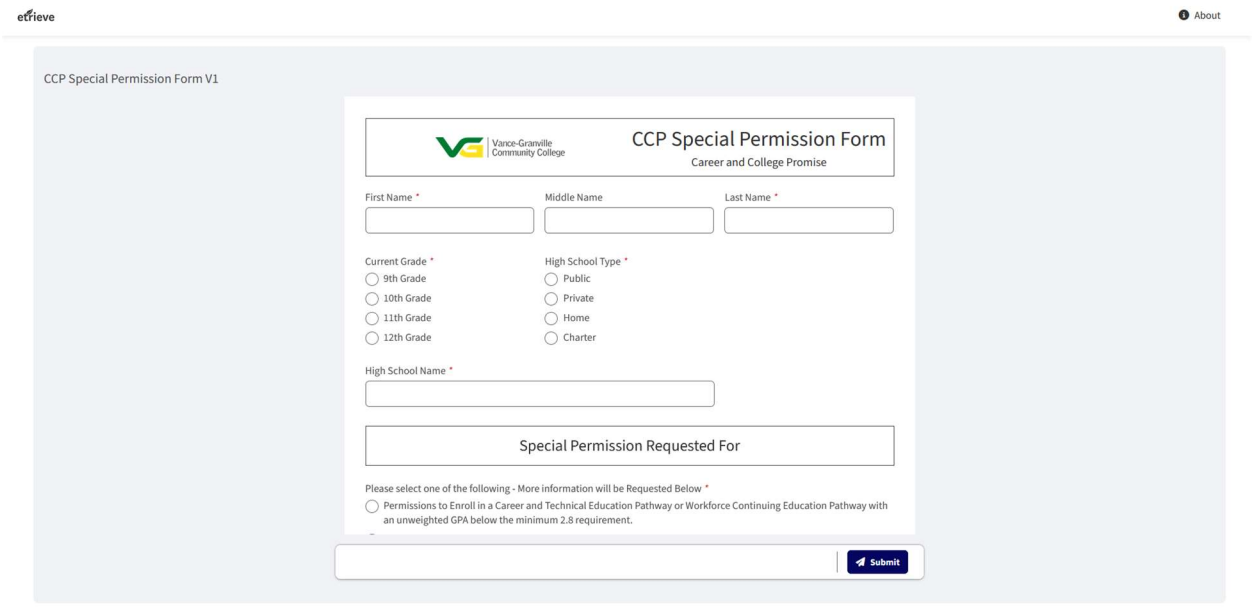
1. Below you will see a photo of the form. HS Administrator/Counselor initiates form. They will attach the supporting documents needed. The HS Administrator/Counselor selects the appropriate Liaison. The form is signed/submitted by the HS Administrator/Counselor.



2. Next, the form is routed to the appropriate Liaison for review and approval/denial.
3. If approved, the form is routed to the Chief Academic Officer for review and approval/denial.
4. If approved by the Chief Academic Officer, the form is sent to admissions for processing.
5. If the form is denied by the Liaison or the Chief Academic Officer, there will be an email confirmation sent of denied status with comments in the comments section of the form to the HS Administrator/Counselor.

End of instructions