



### **Underage Admission Exception Procedures**

Pierce College does not desire to replace or duplicate the functions of the local public schools. As a policy, Pierce College does not admit students under the age of 16. Under extraordinary circumstances (or for the purpose of admission to a special program), special consideration may be given to students who petition for an underage admissions exception.

Admission exceptions for students under the age of 16 must be considered and approved by the Special Admissions Committee (SAC), established on both the Ft. Steilacoom and Puyallup campuses. **The student making a request for an admission exception must:**

1. Complete a Pierce College Admissions Form (within a reasonable timeframe prior to quarter of attendance.)
2. Complete the College's Placement Assessment (COMPASS) and score at a level indicating a high probability of success in the petitioned course or a level that meets eligibility requirements for a special program.
3. Submit a high school release/permission form from a school (high school, junior high, or home school).
4. Send (or hand carry in a sealed envelope) an official school transcript to Pierce College.
5. Submit a completed and signed Parent/Guardian Acknowledgment Form.
6. Submit a Letter of Interest, addressing reasons for requesting an admission exception.

**All documentation must be submitted to the Admissions Office at either Ft. Steilacoom or Puyallup in one complete packet. Exception requests will only be considered when all documentation has been received.**

The Special Admissions Committee (SAC) consists of the Registrar or designee, the Director of Enrollment Services or designee and the Director of Student Development or designee. The Committee reviews requests on an individual basis. Criteria for granting an admission exception are:

1. The individual is competent at an appropriate academic level and/or artistic/technical level to be successful.
2. The individual is judged to have the ability and maturity to participate in an adult learning environment.
3. The extraordinary circumstances merit special consideration for admittance to the College.

Individuals who are granted an admissions exception (not for the purpose of a special program) may be restricted to the following:

- a) Can register for no more than five credits (course to be approved by the SAC).
- b) Will be assigned a faculty academic advisor who will monitor the student's progress.
- c) Cannot make any schedule changes (change courses) during the quarter.
- d) Must petition for continued admissions/enrollment each quarter.

Students will be notified of the Committee's decision. Admission fees are due upon approval.

**The admission exception shall terminate if the individual commits any infraction within the Students' Rights & Responsibilities/Code of Conduct, or does not complete their course(s) with a passing grade (2.0, P) or higher.**

**Questions about the underage admission exception procedures should be directed at Ft. Steilacoom to the Registrar's Office at 253-964-6622 or at Puyallup, to the Director of Enrollment Services at (253) 840-8401.**



**UNDER AGE 16 ADMISSION EXCEPTION  
Parent/Guardian Acknowledgement Form**

**Parental/Guardian Acknowledgement:**

I acknowledge that **Pierce College** is a public community college in the state's higher education system. By enrolling my minor child at **Pierce College**, I acknowledge that my child is a student in a college environment. I further acknowledge that he/she will be held to the standards of academic performance and behavior expected of a college student. I understand and acknowledge that course content at **Pierce College** is at the college level, directed primarily to students who are adults. Neither **Pierce College** nor its instructors will modify methods of instruction or content of a class solely because a minor child enrolls.

Therefore, I agree to provide appropriate supervision, as required, for my minor child while he/she is on the **Pierce College** campus, outside of class hours. Such supervision may include, but is not limited to, accompanying the student to the classroom, picking up the student at the end of class, and/or accompanying the student on class related trips or to the college library. I further agree to attend my child's class when requested by the instructor and to provide additional on campus supervision for my child as requested by **Pierce College**.

**Student Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Social Security Number\*** \_\_\_\_\_

**College Applied for:** Ft. Steilacoom \_\_\_\_\_ Puyallup \_\_\_\_\_ **Course** \_\_\_\_\_

**Quarter/Year Applied for:** Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ **Year** \_\_\_\_\_

**High School Name or Home School District** \_\_\_\_\_

**Current Grade Level** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Name (printed) and Signature and Date**

\_\_\_\_\_  
**Pierce College Registrar or designee Signature and Date**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **Comments** \_\_\_\_\_

\*A student's social security number is confidential and under a federal law called the Family Educational Rights and Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime tax credits, academic transcripts, assessment or accountability research. If admitted/enrolled, an SID will be assigned to a student. Students must use their Pierce College assigned SID to register for classes, get grades, pay tuition, and other services.