



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, special consideration may be given to students who petition for an underage admissions exception. Therefore, 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 Application (within a reasonable timeframe prior to quarter of attendance.)
2. Complete the college Placement Assessment (ASSET or COMPASS) and score at a level indicating a high probability of success in the petitioned course.
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 Registrar's Office (FS) or the Registration Office (Puy), preferably in one packet. Admissions exception requests will be considered when all of the required documentation has been submitted.**

The Special Admissions Committee (SAC) consists of the instructor of the course requested, the Registrar or designee, and the Director of Student Development or designee. The Committee reviews requests on an individual basis. Approval for an admission exception must be by unanimous vote of the SAC. Students will be notified of the Committee's decision and, if approved, given instructions about the registration process. Criteria for granting an admission exception are:

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

****Individuals who are granted admission exceptions will be restricted to the following:**

- a. Can register for no more than 5 credits (course approved by SAC).
- b. Will be assigned an academic advisor who will monitor progress.
- c. Cannot make any schedule changes during the quarter.
- d. Must petition for continued admission/enrollment each quarter.

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

Questions about the underage admission exception procedures should be directed at FS to the Registrar's Office at 253-964-6622 and at Puy, the Director of Enrollment Services at (253) 840-8401.



**UNDER AGE 16 ADMISSION EXCEPTION
Parent/Guardian Acknowledgment**

I am enrolling my minor child, _____,

*SSN# _____, at Pierce College for the following class:

Course: _____

Quarter/Day/Time: _____

_____ is _____ years old (DOB _____) and is regularly enrolled at _____, in the _____ grade level.

Acknowledgment

I acknowledge that **Pierce College** is a public community college in the state's higher education system. By enrolling here, 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**.

Parent/Guardian Name (printed) and Signature

Date

Pierce College Registrar or designee Signature (if approved for admission)

Date

*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.