



Request for Exception to the Admission Policy (Underage)

Term: Summer Fall Winter Spring 20____

Student Name: _____ Date: _____

Mailing Address: _____
Street City State Zip

Telephone: _____ Email: _____

Birthdate: _____ Student ctcLink ID #: _____

- 1) As the parent/guardian of the above-mentioned student, I am requesting that they be allowed to enroll in classes at Clark College. I understand that Clark College campuses and classrooms are adult learning environments. I have read Student Rights and Responsibilities.

<https://www.clark.edu/about/governance/public-disclosure-and-records/adminProcedures/700/710/index.php>

Parent/Guardian Signature

Date

- 2) I am requesting an exception to the admission policy in order to enroll in classes at Clark College. I understand that I will be subject to the same college policies, rules, and regulations as other regularly admitted students. In addition, I understand I must maintain a minimum term and cumulative grade point average of 2.0 to be eligible for this exception. I have read Student Rights and Responsibilities. <https://www.clark.edu/about/governance/public-disclosure-and-records/adminProcedures/700/710/index.php>

Student Signature

Date

Intended Course(s)

<u>Dept</u>	<u>Course #</u>	<u>Course Title</u>	<u>Instructor</u>
MATH	111	College Algebra	Jones
1. _____	_____	_____	_____
2. _____	_____	_____	_____

- 3) This student **has/has not** demonstrated the appropriate academic level of readiness for enrollment in the course(s) indicated above.

Clark College Advisor or Counselor Signature

Date

- 4) This student **has/has not** demonstrated the appropriate academic level of readiness for enrollment in the course(s) indicated above.

Dean or Division Chair Signature

Date

Internal Use

Please indicate reason(s) for denying the student an exception to the admission policy and class participation:

Received by Enrollment Services _____
Staff Initials *Date*

Cleared for **Orientation/Registration**: **Yes** **No**

*NOTE: Approval for an exception to the admission policy does not guarantee the student enrollment in the class(es) indicated above and does not provide priority registration. The student must officially register for the desired class(es) **after being cleared for orientation and registration.***