



Exception to the Admission Policy (Underage)

(Underage Admission Criteria & Operational Procedures)

- 1) Individuals not meeting the criteria for admission as stated in policy 710.030 must demonstrate competency at an appropriate academic level and maturity which will allow the student the ability to participate and benefit from an adult learning environment.
- 2) Individuals requesting an exception to the admission policy must complete and/or submit the following documents to the Enrollment Services office prior to the first day of the term in order to be considered for an exception:
 - a. Clark College Application for Admission and payment of the admission fee.
 - b. Copy of the Reading, Writing, and Mathematics placement test results and high school transcripts (or the equivalent).
 - c. Completed *Request for Exception to the Admission Policy* form.
- 3) Students admitted to Clark College by means of this process are subject to the same college policies, rules and regulations as other regularly admitted students. Students must maintain a minimum term and cumulative grade point average of 2.0 in order to remain eligible for the exception.
- 4) The student may not change his/her schedule without prior advisor approval.
- 5) This exception is granted on a term-by-term basis. A student who wishes to continue taking classes must complete, prior to the first day of the term, the above step (2) c. each term that he/she plans to enroll at the college.