



Red Rocks Community College Enrollment Services Operational Guidelines

Title: Underage Student Admissions Requirements Waiver
Effective: 7/1/13 **Approved:** 10/29/13 **Revised:** 10/16/13

Reference: <http://www.cccs.edu/sbccoe/Policies/BP/PDF/BP4-10.pdf>

Purpose: To define guidelines governing Admissions Requirements Waivers for students under 16.

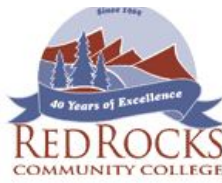
Scope: Applies to all applicants under the age of 17.

Attachment: Request for Waiver of Admissions Requirements Form

Underage Student Admissions Requirements Waiver

Applicants under the age of 17 who are not participating in the Concurrent Enrollment Program with their high school district must request a Waiver for Admissions Requirements for Underage Students.

- The requirements for admission into any of the Community Colleges of Colorado state that students must be at least seventeen years of age. The college president may grant a waiver based on extenuating circumstances.
- If approved, this waiver applies only to specific courses, and does not constitute admission to the college.
- The College's Academic Standards Committee will review the waiver request, along with the supporting materials, and forward its recommendation to the president, who will make the final decision. This process can take up to 3 weeks depending on the time of year.
- **All applications for a waiver of age requirements must be submitted for review at least 3 weeks before the first day of semester classes.**
- Students must fill out the online application, complete the mandatory online orientation, and complete the assessment/placement test.
- Students may obtain a Request for Waiver of Admissions Requirements packet at the Lakewood Campus from the Program Assistant in the Office of the Vice President for Student Success (VPSS) located in Room 1219.
- The completed and signed packet must be submitted to the VPSS Program Assistant, along with the following supporting documents:
 - Official transcript(s) of all education completed.
 - Completion of RRCC academic assessment tests and completion of a college-monitored writing sample.
 - Completion of a foreign language placement test for students requesting an advanced-level foreign language class.



- Letter(s) of recommendation from:
 - A school-based committee, signed by the principal, stating the student has exhausted the educational alternatives offered by the district and is academically and socially prepared for a postsecondary environment.
 - A child development specialist or other professional stating the student has the necessary skills to successfully participate in a postsecondary environment.
- Official copies of additional standardized test results.
- Portfolio of relevant educational accomplishments.
- Once accepted, underage students will be registered for classes by the VPSS Program Assistant.
- It is the student's responsibility to know and understand all policies and procedures relating to course withdrawals and tuition refunds.