

Policy: **Students Under Age Sixteen**

Policy Number: **C-15**

Responsible for Policy: Academic and Student Affairs

Approval Date: May 5, 2010

Date of most recent revision (*if applicable*): February 14, 2014

Policy Statement

Requests from individuals under the age of 16 to enroll in coursework at Finger Lakes Community College will be reviewed on a case-by-case basis by the Office of Concurrent Enrollment. Permission will be granted based on the student's academic and emotional preparedness for college-level work, completion of course prerequisites, and age appropriateness of course material.

If permission is granted, the student would be permitted to enroll as a non-matriculated student only (i.e. non-degree seeking student).

High school students enrolled in a concurrent enrollment program and/or articulation agreements between FLCC and area high schools are exempt from this policy.

Reason for Policy

This policy has been implemented to establish certain guidelines to review requests from students under the age of 16 who wish to take classes at Finger Lakes Community College.

Applicability of the Policy

All College employees, particularly the Office of Concurrent Enrollment, Admissions, Student Records, and One Stop personnel, should be familiar with this policy.

Definitions

None

Related Documents

- FLCC Procedures for Services to Students with Disabilities

Procedures

Individuals under the age of 16 wishing to enroll for a course as a non-matriculated student must contact the Office of Concurrent Enrollment. Prospective students will be informed of the following procedure, which applies to those under 16 years of age at the time a course begins:

1. The prospective student must submit the following documentation to the Office of Concurrent Enrollment:
 - a. A high school or home school transcript.
 - b. A written statement from the student explaining his/her academic aspirations and ability to perform college-level work (500 words or less). Include the specific courses that you want to register for.
2. Student and parent or guardian must meet with a staff member from the Office of Concurrent Enrollment to discuss student's educational goals and course selection.
3. Students under the age of 16 are permitted to register for a maximum of 7 credits per semester under the advisement of the Office of Concurrent Enrollment.
4. If applicable, the student may be required to take FLCC's placement exam to meet course prerequisites. The test must be completed prior to meeting with a staff member. If the student has a learning or physical disability, appropriate documentation as outlined in the Procedures for Services to Students with Disabilities guide should accompany any requests for special testing accommodations. The above mentioned guide can be obtained on the FLCC website.
5. After the interview and the completion of all required placement testing, the student will receive notification of the decision within 5 working days. If approved, the student will be responsible for submitting all required paperwork to the Office of Concurrent Enrollment (i.e. registration form, payment of tuition and fees, certificate of residency form, and proof of immunization, if applicable.)
6. Decisions may be appealed to the Provost with a final decision rendered within 15 working days of the appeal.
7. Continued participation or subsequent enrollment will be evaluated on a semester basis based upon academic performance.

Appendix

None