6.4.7 Admission of Minors – Continuing Education

History: October 2014

Policy: Piedmont Community College (PCC) subscribes to the open door policy established by the North Carolina State Board of Community Colleges and provides for admission of minors.

Purpose/Definitions: The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor, 16 years old or older, may seek admission to a community college subject to the conditions in this policy.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Continuing Education has monitoring authority for this policy.

Procedure:
The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor may seek admission to a community college subject to the following conditions.

Drop-out. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a Basic Skills or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a Basic Skills or Continuing Education program is the best educational option for the student and the admission of the student to a Basic Skills or Continuing Education program is approved by the college under one of the following conditions:

(1) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a Basic Skills or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor’s parent, legal guardian, or other person or agency having legal custody and control. The petition will certify the minor’s residence, date of birth, date of leaving school, name of last school attended, and the petitioner’s legal relationship to the minor. (Exhibits 1 and 2)

(2) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a Basic Skills or Continuing Education program without the release form from the public or private educational agency. However, the minor must obtain a notarized petition of the minor’s parent, legal guardian, or other person or agency having legal custody and control. The petition will certify the minor’s residence, date of birth, date of leaving school, name of last school attended, and the petitioner’s legal relationship to the minor. (Exhibit 1)
If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the notarized petition are waived. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor will be the same as for an applicant 18 years old or older.

Concurrent Enrollment. Concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:

1. Upon recommendation of the chief administrative school officer and approval of the president of the college;

2. Upon approval of the student's program by the chief administrative school officer and the president of college; and

3. Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

High school students, taking courses pursuant to Concurrent Enrollment procedures of this policy, may not displace adults but may be admitted during any term on a space-available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they will be treated the same as all other students.

Legal Citation: G.S. 115A-5; 115D-5, 1D SBCCC 200.95

History: Effective October 2014
HIGH SCHOOL EQUIVALENCY
GUARDIAN RELEASE FORM

In accordance with the North Carolina State Board of Community College Code, a notarized petition is required of all minor applicants who request admission into the PCC Basic Skills programs. A referral form from the minor’s previous school is also required to be considered for admission.

IMPORTANT NOTICE TO THE STUDENT: Under current law, dropping out of school prior to your 18th birthday could result in the loss of your driver’s permit or driver’s license for a year or more. You need to give this serious consideration before you apply to PCC.

Name of Minor__________________________________________ First ____________ Middle ____________ Last ____________

Birth Date _______________ Last Four Digits of Social Security No. ________________

Month ____________ Day ____________ Year ____________

Address of Minor__________________________________________ Street ____________ City ____________ State ____________ Zip ____________

Withdrawal From __________________________________________ Date of Withdrawal________________________________________

I, the undersigned, give my permission for the above named minor to attend Piedmont Community College and do hereby petition the College, as an Official GED® Testing Center, to administer GED® tests to the above minor according to the GED® testing service policies and procedures. I hereby certify that the place of residence, date of birth of the minor, and date on which the minor applicant officially dropped out of school are correct as stated above.

Signature of Parent/Guardian___________________________ Legal Relationship to Minor___________________________

(The parent/guardian’s signature must be notarized)

Printed Name of Parent/Guardian___________________________ Date___________________________

North Carolina ________________County ___________________________ ________________

I, ____________________________, a Notary Public for the said County and State, do hereby certify that ____________________________personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this _____ day of ____________, 20____.

___________________________
Notary Public _____________________________

Printed Name _____________________________

My commission expires _____________________________, 20____.

Revised 10/2014
Public or Private School
ALTERNATIVE EDUCATION REFERRAL FORM
TO PIEDMONT COMMUNITY COLLEGE

P.O. Drawer 1150
Yanceyville, NC  27379
336-694-5707; 336-694-7086 (FAX)

P.O. Box 1197
Roxboro, NC  27573
336-599-1181; 336-598-9283 (FAX)

Referral Date: ____________________________ Counselor: ________________________________

Last School Attended (public, private, home school) ____________________________

Name of School ______________________________________ Phone #

School Address: _____________________________________________________________

____ Student was not enrolled in public school

_____ High School Equivalency Preparation Program
(To be completed by Alternate Education Counselor)

Name of Student: ____________________________________________________________

Last First Middle

Last Four Digits of Social Security Number: _______ Date of Birth: _________________________

Student’s Address: ____________________________________________________________

Student’s Telephone #: __________________________ Official Withdrawal Date: _____________

Circle Grade Level at Time of Withdrawal: 12 11 10 9 8 7 Other ______

Reason student is choosing enrollment in an alternative education program. Circle all withdrawal codes that apply:

5. Suspected substance abuse 11. Moved, school status unknown
6. Incarcerated in adult facility 12. Academic problems

Does a confidential file exist? _____ yes _____ no

Does the student possess a valid NC Driver’s License? _____ yes _____ no

If yes, the anticipated date of decertifying is ______________________

I release this student for admission to Piedmont Community College’s alternative education program as indicated above.

____________________________________________  ________________
Signature of Principal Date  ____________________________

____________________________________________  ________________
Signature of Superintendent Date

Revised 10/2014