



Admission Request for a Student Under the Age of 16

Admission shall be considered on an individual basis and upon written agreement of the student, parent/legal guardian, high school principal of their school, and Carl Sandburg College Associate Vice President of Academic and Student Planning. Students admitted under this classification are expected to be fully acquainted with and comply with all current published policies, rules, and regulations.

Required Admission Documents:

Students under the age of 16 requesting admission to a Carl Sandburg College must submit the following documents:

- ✓ Application for enrollment at Carl Sandburg College
- ✓ Completed *Admission Request for a Student Under the Age of 16* form
- ✓ High school/Home School transcript—including courses, grades, courses in progress
- ✓ Placement test scores with required minimum reading level

Admission requested for: ____ Fall ____ Spring ____ Summer ____ Year

Student Name: _____ Age _____

Student ID: _____

Student Address: _____ City _____ ST ____ Zip _____

Student Phone Number: _____

Parent/legal guardian Phone Number: _____

Please read and sign the back of this form.

To be completed by the High School Principal for students enrolled in high school

School Name: _____ HS Principal Name: _____

The student named above is approval to attend classes at Carl Sandburg College.

Typed Signature of HS Principal: _____ Date _____

To be completed by Carl Sandburg College Associate Vice President of Academic and Student Planning

____ Sandburg application

____ Placement scores

____ HS, middle school, or home school transcript

Admission as: _____ Regular Student (requires HS Equivalency)

____ Conditional Admit – not degree seeking/not eligible for financial aid

Approved by: _____ Date: _____

Comments: _____



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College environment:

The college learning environment encourages critical thinking and promotes the examination of contrasting perspectives of the world. This is an environment of adult interaction where students will be exposed to concepts, lectures, and materials that are designed for adults and adult audiences.

- Internet usage: At the college, there is some restricted internet access; however, student internet usage is not monitored.
- College environment: The Sandburg environment is a community of students from all backgrounds and cultures. Although the college features a Public Safety department, the college cannot guarantee the safety of anyone on campus. A copy of the Student Code of Conduct is available on the Sandburg website and all students are expected to behave in adherence with this policy.
- Course descriptions: course descriptions for all courses are available through the online catalog. At times, college courses may expose students to graphic depictions or discussion of mature themes.
- College classroom activities: Classroom activities may include fieldwork, lab experiments with chemicals, career and technical education courses may include the use of machinery/complex equipment, and group work with other students of all ages and backgrounds.

College/Course Expectations:

Enrolled students establish a permanent college academic record and transcript that may be required by future colleges or universities. This permanent academic record may affect eligibility for future financial aid. It is also understood that the student will receive college credit for successfully completed course work.

- Students are responsible to go online to obtain their college grades. Grades will not be mailed to student's residence.
- All students are expected to be in compliance with all current published college policies, rules, and regulations. Students are subject to the same course requirements, grading standards, and attendance requirements established by the course instructor in the course syllabus.
- Students will be treated like everyone else in the class.
- Students will be held to the same expectations as any other student in the classroom and will be expected to follow the course syllabus.
- The course content, delivery and assessments, will not be altered due to underage students enrolled in the course. Students may be exposed to adult language, discussion and/or themes in the classroom, and on campus.
- Students are responsible to communicate with the instructor if there are any questions or concerns.
- Students are responsible to seek assistance for any special needs they have, such as disability services or tutoring.
- The faculty bear no responsibility for underage students outside of the classroom. Parents/legal guardians are responsible for the students before and after class.
- Parents/legal guardians assumes responsibility and liability for student and will be expected to attend any disciplinary/counseling sessions.

FERPA

- If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

**I understand and accept the information above and grant consent for (student) _____
to enroll in Carl Sandburg College courses.**

Typed Signature of Parent(s)/Legal Guardian(s) _____ Date _____

Typed Signature of Student _____ Date _____