AIMS COMMUNITY COLLEGE PROCEDURE

ENROLLMENT FOR UNDERAGE STUDENTS

1. **Enrollment Criteria:** The President or his or her designee shall make determinations on the enrollment of students who are under 16 years of age. Applicants for enrollment shall demonstrate an ability to benefit by the pursuit of the proposed course of study. The ability to benefit shall be based upon the application of assessment criteria established through testing and past accomplishment. The assessment tool results shall provide the established norms for GED, ESL, or appropriate academic pursuit. In some instances, the application of an assessment tool will not be required where the course is not primarily of an academic nature.

2. **Enrollment Decision:** The determination will be made in a uniform format reflecting the ability of the enrollment applicant to benefit from the proposed course of study. The enrollment determination will not be subject to review each time the student enrolls as long as there is successful pursuit of the curriculum.

3. **Assessment:** Applicants for enrollment shall be evaluated for placement through the use of appropriate testing tools to measure preparedness for the proposed course of study. The consent of the parent or guardian of the applicant shall be obtained prior to the commencement of the assessment process.

4. **Advisement:** Applicants for enrollment shall participate in the advisement process. The advisor shall advise the applicant based upon appropriate educational criteria after the student and parent/guardian complete appropriate institutional paperwork.

5. **Registration and Fees:** Admitted students who are approved for enrollment shall complete the registration process. The parent or guardian shall provide written consent to Aims for the student’s enrollment and assurance for the payment of tuition, fees and any other charges incurred by the student in connection with his or her enrollment. Additionally, the parent or guardian shall provide written consent for the student to be graded in accordance with Aims policy and procedure and assurance that the student will observe and be subject to the Code of Student Discipline.

6. **Faculty and Departmental Consultation:** Enrollment by students under 16 years of age in courses shall be permitted with the consent of the President or designee and the parent/guardian unless there is an age limit on the course/program. It is not the prerogative of a faculty member to deny enrollment to a student based on age.

7. **Library and Internet Use:** The student’s parent or guardian shall provide consent for the student to use library, Internet and computer resources at Aims. The consent shall be given with knowledge that there are no content filters or procedures in place to prevent exposure to impermissible materials.
8. **Information and Recruitment:** Aims is cognizant of its role in education and its obligation to serve residents of the District. To carry out this role, Aims will make its programs as accessible as possible consistent with sound educational practice. In this regard, special emphasis shall be placed on summer programs for younger students. Efforts will be made through media and high school counselors to make the range of Aims summer term curriculum known.

9. **Periodic Review:** The Underage Taskforce will review this procedure at one-year intervals commencing one year after the implementation of this procedure.

*DRAFT APPROVED: Dr. Paul Gianini  
Interim Aims Community College President  
Date: September 27, 2002*

*APPROVED: Aims Community College President  
Date: September 29, 2003*

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